

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.402 Procedures for Filling Vacant Positions	

Policy Statement.

All full-time and part-time faculty and staff openings must be submitted to Human Resource Services for competitive recruitment. All posted positions must be advertised a minimum of five working days before a job offer can be made. This policy does not apply to positions requiring student status.

Application of Policy.

Staff and Faculty

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a.) A Recruitment Request Form (HRM-5) must be completed and submitted electronically by the department head or other individual authorized to commit funds. Only one job classification may appear on the Recruitment Request Form (HRM-5). If the requisition involves either the establishment of a new position or the reclassification of a current position, the procedures set forth in Sections 4.04 and 4.05 of this policy must be followed. b.) Only one employee will be hired on each requisition. If two or more identical position openings exist, a Personnel Requisition Form (HRM-5) must be submitted for each opening. c.) Educational requirements, qualifications, and duties must be described briefly on each Recruitment Request Form (HRM-5). d.) Human Resource Services will require a Position Questionnaire to validate the classification, as well as to formalize a job description, to validate the classification of the position before the opening is posted. | Recruiting Department and the Employment Section of Human Resource Services |
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e.) The institutional posting requirements may not apply when a promotion or transfer within the unit is for the purpose of changing the organizational structure of the department. In such cases, Human Resource Services should be contacted before any commitment is made by the department.

f.) All position openings will be placed with the Texas Employment Commission as required by law.¹ If a vacant position is filled prior to the conclusion of the Texas Workforce Commission's posting period of ten (10) working days, Human Resource Services will notify the Texas Workforce Commission that the position has been filled.

2. **Internal Transfers:** A posted position may be filled by the transfer of an employee from one organizational work unit to another under the following conditions. Applicant

a.) The employee interested in transferring must complete an online application.

b.) The employee must possess the minimum qualifications for the position or have clearly demonstrated the ability to perform the job.

c.) No increase in pay is awarded at the time of the transfer (See Policy 05.305).

d.) The employee has satisfactorily completed the probationary employment period (See Policy 05.405).

d.) The employee's accrued vacation and sick leave balances are transferred to the new organizational unit.

3. **Promotion:** Qualified employees within the department may be considered for permanent full-time and part-time position vacancies when: Applicant

a.) A position becomes available within the institution; consideration may be given qualified employees in lower level classifications.

- b.) The employee interested in promotion must complete an online application.
- c.) The employee must possess the minimum qualifications for the position or have clearly demonstrated the ability to perform the job.
- d.) The employee has satisfactorily completed his/her probationary employment period and has demonstrated job performance deserving of promotional consideration.

4. **Recruitment:** The recruitment of all persons for vacant positions will be coordinated by Human Resource Services. The Employment Section, as well as the EEO Office, monitors adherence to all institutional recruitment and EEO/AA policies and procedures.

The Employment Section of Human Resource Services and EEO Office

- a.) All applicants must be directed to Human Resource Services to complete a job application form and to receive a formal review before a serious discussion of employment is conducted with a nominee by the hiring organization.
- b.) Advertisements in newspapers and/or professional journals must be approved by Human Resource Services (before placing the advertisement) to ensure compliance with the institution's affirmative action statement and nondiscrimination policies.
- c.) All employment applications will be in an active status for three months.

5. **Pre-employment Testing:** All pre-employment and placement tests will be either conducted by or approved through Human Resource Services.

The Employment Section of Human Resource Services

- a.) For specific job classifications for which the center has established minimum test score requirements, Human Resource Services will administer the required tests and will establish and administer policies regarding testing procedure and the eligibility of individual applicants to be considered for specific positions.

- b.) For written tests administered at the departmental level, the test content, a detailed plan for test procedure, and a description of the relationship of the test scores to other selection criteria must be pre-approved by Human Resource Services. Approval will be based on analysis that the test content is related to the essential functions of the job and that the test administration, scoring, and use of the test scores in selection of candidates are valid and non-biased.
- c.) The Human Resource Services Department will be the final repository for test scores and documentation on both selected and non-selected applicants. Department-administered tests are to be forwarded to Human Resources for retention.

6. **Interviewing:** All applicants will be screened by the HSC's Applicant System and applicant system before being considered by the hiring Hiring Department organizational unit.

- a.) The System will refer qualified applicants to the hiring organizational unit for consideration.
- b.) Departments may screen referred applicants for qualifications related to specific essential functions. Departments need only interview applicants deemed to have specific requirements by the hiring organizational unit. All referred applicants are to be considered.

7. **Selection, Verification of References/Education and Authorization for Payroll:** Hiring Department The hiring organizational unit will select the best qualified applicant without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

The commitment to employ a qualified applicant for a staff position is made under the authority of the department head. The department head is responsible for contacting applicants for interviews and notifying all other applicants as to whether or not they were selected. Prior to requesting Human Resource Services to extend an offer, the hiring department must verify the following information on a candidate:

- a.) Verify at least two employment history references using the Employment/Education History Verification Form

(HRM-22) (if at least two are available from the applicant's employment application and/or resume).

- b.) Require the applicant to provide copies of official transcripts if education/degrees are requirements for the position.
- c.) Require the applicant to provide documentation of professional certifications and/or affiliations.
- d.) The hiring unit will notify Human Resource Services as to the applicant it has selected, including such pertinent information as rate of pay, date to begin work, and any special conditions of employment. The hiring unit will also provide the information collected during the pre-employment screening process.

8. **Employment Offer:** The official offer of employment will be extended by Human Resource Services. All offers of employment are contingent upon the individual's ability to provide documentation that he/she is authorized to accept employment in the U.S. in accordance with the Immigration Reform and Control Act of 1986. Once the employment offer is accepted by an applicant, Human Resource Services will coordinate the starting date with the applicant and employing department. The employing department will then submit the following documents to Human Resource Services.

Hiring Department and
The Employment
Section of Human
Resource Services

- a.) Position/Appointment Authorization Form (HRM-6)
- b.) Applicant Referral Sheets (HRM-13)
- c.) Letter of Justification, if necessary
- e.) Employment/Education History Verification Form (HRM-22)

9. **Sign Up:** Each new employee will be required to contact Human Resource Services on the first day of work for a brief orientation and provide required immigration (IRCA) documentation. The official expanded orientation should be scheduled as soon as possible to avoid any possible loss of benefits or delay in receiving an initial paycheck.

New Employee

10. **Exceptions to Normal Recruitment Procedures:** Should the hiring organizational unit wish an exception to normal procedures and practices such as waiving a posting period, waiving education and/or experience requirements, or offering a salary rate in excess of the minimum of the established salary range for the position, prior approval from the Human Resource Services must be obtained. In all cases, a letter of justification for the requested exception must be provided. Hiring Department and The Employment Section of Human Resource Services
11. **Employment Advertisements:** The phrase "EEO/Affirmative Action Institution," will be used in all employment advertisements. All recruiting advertisements for the University of North Texas Health Science Center at Fort Worth vacant positions must be approved by Human Resource Services before they are released for publication. Human Resource Services will assist departments in placing their advertisements. The Employment Section of Human Resource Services
12. **Disqualification of Applicants:** The health science center may reject any applicant who lacks the minimum qualification requirements; who has a record of dismissals, removals, or resignations; who is not in good standing as evidenced from inquiries to former employers; who has practiced deception in his/her application; or for such other causes and reasons deemed sufficient by the Vice President for Human Resource Services. The Employment Section of Human Resource Services.
13. **Agency Fees:** The health science center does not pay employment agency fees. The Employment Section of Human Resource Services.
14. **Contracts:** No contracts for employment are authorized, nor will such contracts be binding upon the health science center unless prior written approval is given by the President and Board of Regents. The Employment Section of Human Resource Services.
15. **Special Criteria for Employment:** Because of the special nature of certain positions within the institution, additional requirements are necessary for incumbents. Those special employment requirements are as follows: The Hiring Department, the Employment Section of Human Resource Services and applicants
- a.). Security Sensitive: As provided in Section 51.215 of the Texas Education Code, criminal history record information pertaining to an applicant may be obtained by the health science center and used in evaluating

applicants for employment in security sensitive positions.

Security sensitive positions are those in which employees handle currency, have access to financial records, legal records, medical records, personnel records and student academic records, have access to a master key, or work in an area of the health science center which has been designated as a security sensitive area.

Positions designated as security sensitive will be identified as such in individual job descriptions, in any advertising for job applicants, and in all Human Resource Services transaction forms and correspondence with the office of Human Resource Services concerning recruitment.

Upon selection of the best-qualified candidate for the position, the candidate may be offered continued employment by the health science center contingent upon the evaluation of the criminal history record check, as provided in policy 04.13.

- b.) Nursing Licenses: All employees filling positions requiring a valid nursing license (LVN or RN) issued from the State of Texas will be asked to provide their current nursing license to a representative of Human Resource Services for inspection. The Human Resource Services representative will inspect the license to ensure its validity and current date. The Texas Board of Nursing Examiners will be called to verify the validity of the license and the absence of any restrictions noted with their agency.
- c.) Driver's Licenses: Positions requiring employees to drive vehicles which are the property of the State of Texas will be required to provide a valid Texas Driver's License to a representative of Human Resource Services. A copy of this license will be maintained in the employee's file.
- d.) Medical Assistants: All employees filling medical assistant positions must be able to provide documentation of completion of school prior to their employment with the health science center.

e.) Other Licenses: All employees filling positions calling for certain licenses, i.e., EMT, technologists, etc. must present evidence of their licensure prior to employment.

f.) All new employees who are required to register for the Selective Service must show proof that they have registered or they are exempt.²

References and Cross-references.

¹ Texas Government Code, § 656

² Texas Government Code, § 651

Forms and Tools. (optional)

None

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Revised: