**Staff Employment UPPS No. 04.04.03**

**Issue No. 14**

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**Sr. Reviewer: Associate Vice President for Human Resources**

**POLICY STATEMENT**

*Texas State University is committed to recruiting and hiring a talented workforce.*

**01. BACKGROUND INFORMATION**

01.01 This policy establishes Texas State University’s employment procedures for regular, project, and non-student, non-regular staff positions, including those on grant and contract funds. This policy also describes recruitment, hiring, promotion, and transfer procedures, and ensures that each employment action conforms to the university’s Human Resources policy, fund availability, and the university mission. The equity reviewer must approve any exceptions to Sections 03. and 06. of this policy and any other sections of this policy that may be deemed appropriate.

01.02 Texas State is committed to providing greater opportunities for promotion from within and to improving the upward mobility potential for Texas State regular staff employees. The procedures in this policy support this commitment. The primary objective is the selection of the best-qualified applicant for each position, based on job-related factors, including relevant work experience, performance history, applicable education and training, and the depth of required knowledge, skills, and abilities.

01.03 Texas State is committed to an inclusive education and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression. Equal employment opportunities include: personnel transactions of recruitment, employment, training, upgrading, promotion, and salary. This policy applies to all applicants and employees, regardless of position. The university bases its staff employment decisions solely on the vacant position’s requirements and the applicant’s qualifications relative to those requirements.

**02. DEFINITIONS**

02.01 Full-Time Staff – employees hired for a normal workload of 40 hours per week or 100 percent time. Part-time employees work less than 40 hours per week.

02.02 Regular Staff (Benefits Eligible) – those employed for at least 20 hours per week for an indefinite period of at least four and one-half months, excluding students employed in a position that requires student status as a condition of employment.

02.03 Non-Student, Non-Regular Staff (Not Benefits Eligible) – employees who do not meet the definition of regular staff employees. Employment neither exceeds 19.75 hours per week nor requires student status.

02.04 Project Staff Positions – classified according to the duties performed and are assigned a title from the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html). Employees who hold project staff positions serve a fixed-term appointment of at least four and one-half months, but no more than 60 months.

02.05 Trainees – employees who, through lack of specific skills or experience, are employed at a pay rate below the normal rate for a specific position and training period.

NOTE: Trainee status is restricted to the lowest levels for positions in a series, such as accounting clerk I or II or construction inspector and senior construction inspector.

02.06 Split Appointees – exempt employees appointed to both a faculty and a staff title.

02.07 Veteran – an individual who served in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or an auxiliary service of one of those branches of the U.S. Armed Forces and received an honorable discharge.

A veteran is someone who can document their honorable discharge or release from U.S. military service by possession of a valid [DD Form 214](https://www.archives.gov/personnel-records-center/dd-214). (A [DD Form 214](https://www.archives.gov/personnel-records-center/dd-214) is a document issued by the U.S. Department of Defense upon a military service member’s retirement, separation, or discharge from active-duty).

02.08 Selective Service – All males between the ages of 18 and 25 must register with the Selective Service before employment with any state agency.

02.09 Department Screening Committee – anyone within the hiring department who provides substantial input on job applicant evaluations to the hiring manager. The names of the screening committee are listed on the job requisition under the Screening Committee tab.

02.10 Former Foster Youth – an applicant who is in the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding their 18th birthday.

**03. OPTIONS FOR FILLING STAFF POSITIONS**

For filling regular staff positions, the university provides options to support career advancement and comply with university policy.

The hiring manager must indicate their option on the position requisition submitted through administrative channels via the university’s [Electronic Application System (PeopleAdmin)](https://jobs.hr.txstate.edu/hr/login).

Requests for exceptions from this section must be sent to the equity reviewer. Exceptions are recruiting actions that deviate from the procedures set forth in this policy. The request must detail exactly how the exception will deviate from policy and procedure regarding selection or recruitment method, advertising and posting, recruiting or employment forms and data collection, and applicant list report generation. Additionally, requests must provide justification for the deviation from policy and have the approval of the hiring manager’s supervisor and vice president. Departments must send exception requests to [equitablehiring@txstate.edu](mailto:equitablehiring@txstate.edu).

03.01 Internal Selection

1. The hiring manager may only use these procedures when the vacant position and selected employee are under the same department head. All regular department employees may apply for the vacancy.

Students, non-regular employees, and workers from temporary staffing vendors are not eligible for appointment under this option. Students and non-regular employees may compete for positions under the open recruiting or university-wide recruiting option.

Workers from a temporary staffing vendor may compete for positions only under the open recruiting option.

b. The hiring manager shall inform all current regular staff employees, regardless of their length of service, of the employment opportunity within the department with the [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) internal posting protected link (accessible only if shared by hiring managers or Talent Acquisition). Posting of the position in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) through Talent Acquisition is required.

If only employees in the department with the vacancy apply for the position, each departmental employee must receive notice of the posting with instructions on how to apply for the position.

All internal departmental postings must remain open for at least five business days from the date of notification to all eligible employees.

The hiring manager will use the required qualifications listed in the posting to assess applicants. The hiring manager will select the best-qualified applicant by considering each applicant against the required qualifications, knowledge, skills, and abilities of the position, most recent performance appraisal, and internal employment reference check with Human Resources as factors in determining final selections and the candidate recommended for the position.

03.02 University-Wide Recruiting

1. A department may use university-wide recruiting to obtain eligible regular Texas State employees from both the hiring department and other university departments. A recruiting period of no less than 10 business days is required unless the position has received a five-day posting (see Section 06.01 e.).

b. Texas State regular employees are eligible for consideration for positions available under university-wide or open recruiting options (see Section 03.03). The hiring manager may consider students and non-regular staff for positions available under these options.

Workers employed or hired through temporary staffing vendors are not regular employees and are not eligible for university-wide positions.

03.03 Open Recruiting

a. Open recruiting provides for public posting of positions. Both regular staff employees and qualified outside applicants are considered, but they must apply in accordance with normal application procedures.

NOTE: Students, non-regular employees, and workers employed or hired through temporary staffing vendors may apply under this option.

b. A recruiting period of 10 business days is required unless the position qualifies for a five-day posting period, as provided in Section 06.01 e.

For posting purposes, business days do not include official university holidays or closure days. Energy conservation days are considered business days.

03.04 Expedited Search

Expedited searches that target one or more applicants are permitted under certain special circumstances. Requests to conduct an expedited search must be approved in advance by the equity reviewer. The procedure for requesting an expedited search includes:

1. the hiring manager documents the reasons why an expedited search is needed, including detailing exactly why the search deviates from the normal university posting policy and procedures;
2. the request is approved by the hiring manager’s supervisor and vice president;

c. expedited requests approved by the vice president are submitted to the equity reviewer;

d. expedited search requests approved by the equity reviewer are sent to Talent Acquisition; and

e. Talent Acquisition assists the hiring manager in posting this position.

03.05 Transfer or Promotions

a. The hiring manager may only use these options when the vacant position and selected employee are under the same department head (see Section 04. of [UPPS No. 04.04.11](https://policies.txstate.edu/university-policies/04-04-11.html), University Classification and Compensation, for policy and procedures that must be followed for transfers and promotions).

All regular department employees are eligible.

Students, non-regular employees, and workers from temporary staffing vendors are not eligible for appointment under this option.

b. The hiring manager will create a transfer or promotion position request in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) and route for approval.

**04. PROJECT STAFF POSITIONS**

04.01 Upon identification of a legitimate administrative business need and with the approval of the appropriate vice president, department heads may hire non-permanent, fixed-term, benefits-eligible staff on a project basis. The university may employ these non-permanent, fixed-term, benefits-eligible staff on an as-needed basis to provide full-time support for targeted activities over a predetermined, limited time period. The hiring manager will classify these positions using the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html), but will designate them as project staff in the job posting.

04.02 The following apply to project staff positions:

a. These positions are subject to the regular new position audit procedures found in [UPPS No. 04.04.11](http://www.txstate.edu/effective/upps/upps-04-04-11.html), University Classification and Compensation.

b. These positions are subject to the performance appraisal process found in [UPPS No. 04.04.20](http://www.txstate.edu/effective/upps/upps-04-04-20.html), Staff Performance Management System, as well as all other university policies and procedures.

c. The hiring manager may post these positions with a shortened five-day time frame but must follow the normal selection and hiring process with the approval of the equity reviewer.

d. These positions will serve non-permanent, fixed-term, 12-month renewable appointments, renewable in 12-month increments with a maximum of 60 months total.

e. These positions may qualify as benefits-eligible consistent with state requirements.

f. Employees must attend New Employee Welcome (NEW) in accordance with the provisions of [UPPS No. 04.04.15](http://www.txstate.edu/effective/upps/upps-04-04-15.html), New Employee Welcome – Staff.

g. If the project staff position becomes permanent, the incumbent will have the option to apply for the permanent position.

h. At the end of the project or the end of the 60-month period, whichever occurs first, the department must re-audit and repost the position if it is to continue.

**\*05. PROCEDURES FOR VALIDATION OF DEGREE REQUIREMENTS AND EMPLOYMENT TESTS**

In support of its goals and in compliance with governmental regulations, the university may use college degrees and employment tests as selection criteria only when validated.

Validation:

* establishes that possession of a degree or attainment of a certain performance level on an employment test serves as evidence that an individual has the necessary competency level in the knowledge, skills, and abilities required to perform important job functions on the first day of employment; and
* helps to ensure that the university does not establish degree requirements and test performance levels that act as artificial employment barriers to qualified job applicants.

There are many ways, other than obtaining a college degree, in which an individual may acquire competency in the required knowledge, skills, and abilities for a position. Some other ways include past job experience, military training, rehabilitation programs, apprenticeship programs, volunteer activities, or self-employment. The university wants to ensure that such sources of knowledge, skills, and abilities competencies are not overlooked in the applicant selection process.

Thus, if a hiring manager wishes to require or prefer a college degree in a posting or use a pre-employment test result as selection criteria, the hiring manager must validate these requirements by using one of the following validation processes, as appropriate, prior to posting or use of a pre-employment test.

05.01 Degree

1. Degree Validation Process – The process used to validate a degree requirement is contained in the degree validation process and is facilitated through the [degree validation form](http://gato-docs.its.txstate.edu/jcr:df0c1611-85ca-49b1-bb51-f1ea827cacd3/Degree%20Validation%20Form_12.2017.docx). Human Resources will determine the need for a degree validation study and administer the degree validation process with the assistance of the hiring department.

b. Alternative Degree Validation Process – There are some jobs that, by their nature, or because of governmental regulations, require substantial educational preparation and advanced credentials. In these cases, the university accepts the possession of a college degree as a valid job qualification. Examples include attorneys, engineers, physicians, psychologists, counselors, pharmacists, and librarians. The university has some jobs in these occupational fields, and a specified degree requirement for these jobs is acceptable without having to complete the degree validation process as provided in Section 05.01 a.

  05.02 Tests

a. Any tests used in the screening process must be valid and reliable.

b. Talent Acquisition offers valid and reliable office skill testing through the Office Proficiency Assessment and Certification (OPAC) software.

c. Any non-OPAC tests used in the screening process to select an applicant must be approved by the equity reviewer, prior to posting the job requisition.

05.03 Other Considerations

\*a. The steps in the validation processes noted above help the university avoid adverse impact and minimize liability. They also help the university to successfully address its strategic goals.

b. Persons with Disabilities – Hiring managers may need to make reasonable accommodations (e.g., materials in large-print, sign language interpreters, etc.) to enable an applicant with a disability an opportunity to participate in the job application process. Accommodations are made to minimize the impact of a known disability that is not relevant to what is being assessed. A qualified employee with a disability may also require accommodations in order to perform the essential functions of their job. Workplace accommodations are covered in [UPPS No. 04.04.60](http://www.txstate.edu/effective/upps/upps-04-04-60.html), Workplace Accommodation. Making valid inferences regarding the candidate’s ability may require combinations of accommodations.

**06. RECRUITING PROCEDURES FOR FILLING STAFF POSITIONS**

To initiate the hiring process, the hiring manager must select a recruiting option from Section 03. and follow the procedures in Section 06.01, of this policy. If a vice president, or designee, decides to use a formal search committee, the committee must follow specific procedures presented in Section 06.04.

06.01 General Procedures

Hiring managers shall ensure that the following procedures are followed. At any stage of the process, the hiring manager may use a departmental screening committee for assistance in making the selection. A [Staff Employment Checklist](https://gato-docs.its.txstate.edu/jcr:70af78c2-f680-4cfa-b09a-f9a81536f765/Staff%20Employee%20Checklist_1.2019.docx) is also available to help the hiring manager through the employment process, and can be found on the [Institutional Inclusive Excellence – Faculty and Staff Initiatives website](https://inclusion.txstate.edu/faculty-and-staff/).

1. Position Requisition – To initiate the hiring process, the hiring manager must submit a position requisition through administrative channels via [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new). If the request is to replace a terminating Texas State employee, the position must be vacant prior to hiring the replacement employee unless approved in advance by the divisional vice president. The hiring manager must create a job posting in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new).

b. Required and Preferred Qualifications – Prior to posting the position, Human Resources will compare the knowledge, skills, and abilities listed in the position’s description with the posting’s required and preferred qualifications to ensure that they are consistent. Human Resources may modify the job posting to make it consistent with the job description. Human Resources will contact the hiring department with any recommended changes to the posting.

c. Posted Salary – Each posting must include a salary statement, and the desired salary posting must be indicated on the position requisition. Salaries posted must reflect monthly rates.

1. For classified positions, the posting rate will be no lower than the [pay plan](http://www.hr.txstate.edu/compensation/universitypayplan.html) minimum salary or higher than the [pay plan](http://www.hr.txstate.edu/compensation/universitypayplan.html) maximum salary. The posting may also include a statement indicating salary is commensurate with qualifications.
2. Unclassified and administrative positions must contain the posted hiring rate, range, or a statement indicating salary is commensurate with qualifications.
3. Vacancy Notices – Talent Acquisition is responsible for placing vacancy notices with the Texas Workforce Commission (TWC), the Texas State website, and other recruiting sources as directed by the hiring department.

1) When newspaper or other media advertising is requested, the hiring department’s account will pay for the advertisement.

1. For local and area newspaper ads, Talent Acquisition must receive the approved position requisition and any advertising notices. Talent Acquisition will collaborate with its advertising service provider to ensure proper ad placement.

3) Below are guidelines to follow before externally posting any position:

(a) the position must be posted on the university website before posting on any outside sites or publications;

(b) the department must word the advertisement exactly (word for word) as it appears on the applicant site in the university website. If space or formatting constraints preclude exact wording, the posted wording must include a direct reference and hyperlink to the posting on the university website; and

(c) the department must remove the position from the external site the day the position closes.

Equal Employment Opportunity (EEO) Statement – All position vacancy announcements will include the university EEO statement contained in [UPPS No. 01.04.11](http://policies.txstate.edu/university-policies/01-04-11.html), Guidelines for Use of Texas State Logo and System Statement Graphic.

1. Posting Periods
2. The minimum posting period is 10 business days from the date the job requisition is processed in Talent Acquisition. This date does not include the date the requisition was posted. If advertising is requested, the position automatically posts for 10 business days. This applies to all regular positions except the following job titles that are posted for only five business days:
3. administrative assistant I and II;
4. grant clerk and secretary;

(c) grounds maintenance worker I and II;

(d) utility maintenance worker I and II;

(e) guard; and

(f) custodian.

The hiring manager may request a specified posting period exceeding the above requirements or may select the open until filled option.

1. If a hiring manager desires a shorter posting period than prescribed above, the equity reviewer must provide an exception to policy via email at [equitablehiring@txstate.edu](mailto:equitablehiring@txstate.edu).

f. Application Evaluation – The hiring manager has primary responsibility for evaluating each applicant. This evaluation is the primary basis for promotion, transfer, or hiring decisions.

NOTE: Talent Acquisition offers an office skill testing program for certain job classifications. Examples include: keyboarding, filing, language arts, and spreadsheets.

g. Review of Applications and Interviewing Prior to Closing Date – Hiring managers may review applications and interview applicants at any time during the posting period (see Section 06.01 j.).

h. Employment Applications – All applicants, including eligible staff employees, are required to complete and submit separate employment applications via [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) for each position desired. Hiring departments will refer potential applicants to Talent Acquisition. Hiring managers should not solicit electronic application or resumes directly from applicants.

Eligible staff employees may apply for other positions without notification to, or approval from, their supervisors.

i. Hiring Matrix – The hiring manager will complete a hiring matrix indicating which knowledge, skills, and abilities each applicant will need for consideration for the job. The hiring matrix may only contain the required and preferred qualification statements listed in the job posting. The hiring matrix is designed to provide an objective basis for equal analysis and treatment of each applicant during the initial screening phase of the review process, when comparing an applicant’s credentials to the job’s required and preferred qualifications.

After recommending an applicant for hire, the hiring manager will forward the final hiring matrix to the equity reviewer for approval by attaching the matrix to the [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) hiring proposal. If not approved, the equity reviewer will contact the hiring manager. All the posted required qualifications must appear as initial screening criteria on the matrix.

j. Interviews – The hiring manager arranges for interviews with candidates.

In certain instances, interviewees may receive compensation for their travel expenses (see [Texas State Travel Regulations](http://www.txstate.edu/gao/ap/travel/links.html)). It is not acceptable to make a selection for hire after interviewing only one candidate.

Hiring managers must interview veteran candidates that meet the minimum requirement and request for [veteran’s preference](https://www.hr.txstate.edu/veterans/veteranspreference.html), as provided in Section 06.01 m.

Normally, a department must interview three to five individuals for each position. The manager must receive hiring approval from the equity reviewer if they wish to interview fewer than three candidates.

k. Job Interview Questions – Interview questions must only cover job-related criteria (knowledge, skills, abilities, and experience) necessary to perform the job in the posting and other approved screening mechanisms. These questions must address the required and preferred qualifications presented in the job posting.

l. Selection – The hiring manager must thoroughly review all applicants’ qualifications before making any promotions, transfers, or hiring decisions. The hiring manager is also required to complete an employment verification check of all new hires as part of the applicant screening process (see Section 09.01 d.). Furthermore, departments may not make employment offers until:

1) the equity reviewer has approved the selected applicant;

2) favorable completion of the criminal history background check is received;

3) favorable completion of pre-employment drug and alcohol testing, as required by [UPPS No. 04.04.18](http://www.txstate.edu/effective/upps/upps-04-04-18.html), Drug Testing for Non-Faculty Employees, if appropriate; and

4) the applicant has presented written proof of possession of any license, credential, or certification (LCC) required in the posting.

After completing these steps, Talent Acquisition will give final approval to extend an employment offer to the selected candidate. The [Institutional Inclusive Excellence – Faculty and Staff Initiatives website](https://inclusion.txstate.edu/faculty-and-staff/) contains sample employment letters.

Hiring managers may request to close a position as a no-hire by requesting this action in the [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) system and sending a request to [equitablehiring@txstate.edu](mailto:equitablehiring@txstate.edu).

m. [Veteran’s Preference in Employment](https://www.hr.txstate.edu/veterans/veteranspreference.html)

Interview – Verified veterans who request veteran’s employment preference and meet the required qualifications for the posting must be interviewed in accordance with the [veteran’s preference in employment](https://www.hr.txstate.edu/veterans/veteranspreference.html) as noted below:

1. For Each Job Posting – If the total number of individuals interviewed for the position is six or fewer, the hiring manager must interview at least one individual qualified for a veteran’s employment preference. If the total number of individuals interviewed for the position is more than six, at least 20 percent of the total number interviewed must be individuals qualified for a veteran’s employment preference.
2. Selection – The hiring manager will select the final top candidates for the open position. If two or more candidates are equally qualified, the hiring manager will determine if any of those candidates are entitled to a veteran’s employment preference by viewing the applicant list (with all supporting documents) in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new). If so, the university will offer the position to the candidate with the veteran’s employment preference.
3. Veteran’s Surviving Spouse or Orphan – In addition to a veteran, candidates who are eligible to receive a veteran’s employment preference includes veteran’s surviving spouses who have not remarried and orphans of veterans if the veterans were killed while on active duty, served in the military for no less than 90 days during a national emergency, and the spouses or orphans are qualified.

4) Complaint – An applicant who qualifies for employment preference may file a complaint regarding the employment preferences by submitting the complaint by email to [talentair@txstate.edu](mailto:talentair@txstate.edu).

n. Employment Preference for Former Foster Youth – An applicant in the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding their 18th birthday is entitled to a hiring preference over other applicants who do not possess a greater qualification. An individual is entitled to an employment preference only if the individual is 25 years of age or younger. The hiring manager will select the final top applicants for the open position. If two or more applicants are equally qualified, the hiring manager will determine if any of those applicants are entitled to a former foster youth preference by viewing the applicant log (with all supporting documents) in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new). If it is determined a candidate is entitled to a hiring preference under this law, the department will extend an offer of employment to the qualifying candidate.

Employment preference for former foster youth complies with [Texas Government Code 672](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.672.htm).

o. Global Mobility Solutions (GMS) Relocation Services – The hiring manager may contact [GMS](http://www.gmsmobility.com/) to coordinate a tour of the San Marcos and Round Rock campuses, as well as other appropriate areas during the interview process. For a selected applicant, the hiring manager may coordinate with Talent Acquisition to arrange relocation services.

p. Physical Skills Assessment Testing – This program ensures the placement of workers who will be able to meet the physical demands of the job and continue to be injury free in the workplace. The testing satisfies a need for a reliable, medically safe, and legally defensible employment testing program to assist in the reduction of workplace injury incidents and associated costs. The employment relationship between the university and the individual is contingent upon the individual passing the physical skills assessment test required for the job title. The university will use the information obtained from the physical skills assessment test for the sole purpose of evaluating individuals seeking university employment in job titles that require physical skills assessment.

q. General Employment Complaints – An applicant may file a complaint regarding the employment process by submitting an email complaint to [talentair@txstate.edu](mailto:talentair@txstate.edu).

06.02 Trainees

a. If no fully qualified applicants are available to fill a position at the specified pay rate, the hiring manager may, under certain circumstances, request to hire a trainee.

b. The department must hire the trainee at a reduced salary no less than four percent nor more than 12 percent below base. The associate vice president for Human Resources must approve a specific training program that must include periodic evaluations to monitor progress.

c. The hiring manager will submit with the personnel change request ([PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html)), a list of projected dates for trainee increases and a target date for completion of the training period. Incremental pay increases of four percent at least every six months will reflect adequate progress toward full qualification. Without adequate progress, the department will terminate the trainee. Subsequent pay increases will require submittal of additional [PCRs](https://www.hr.txstate.edu/mdc/staff-pcr.html) per increase.

06.03 Procedures for Notifying Non-Selected Applicants

1. All applicants will receive notification via email of their application status through [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new).

1. Non-interviewed applicants can access [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) at any time for application status. When the position is filled, all non-selected applicants will receive an automated notice of non-selection by email.
2. The hiring manager will personally notify any non-selected applicants that were interviewed, but only after the selected applicant has accepted the position.

06.04 Search Committee

Normally, the university only uses search committees to fill administrative officer or director positions.

When considering an applicant for a position outside the Academic Affairs division for a concurrent faculty appointment, the provost and vice president for Academic Affairs may authorize the use of alternate procedures outlined in [AA/PPS No. 04.01.04,](https://policies.txstate.edu/division-policies/academic-affairs/04-01-04.html) Dean and Chair Hiring, or [AA/PPS No. 04.01.01](https://policies.txstate.edu/division-policies/academic-affairs/04-01-01.html), Faculty Hiring, in lieu of procedures outlined in this policy.

06.05 Search Firms

Search firms are organizations that assist clients in locating suitable candidates for higher-level, managerial vacancies.

A hiring manager interested in retaining a search firm to assist in filling a senior-level position should contact Talent Acquisition for further information regarding this recruiting option.

**07. PROCEDURES FOR REQUIRED LICENSES, CERTIFICATIONS, AND CREDENTIALS**

The university may deny employment to any applicant and continued employment to any employee who does not possess a current required job-related LCC required by state or federal law or at the request of the appropriate divisional vice president. In addition, any decision to employ an applicant or continue the employment for an individual not possessing the required credentials must be for an extraordinary circumstance and approved in writing by the appropriate divisional vice president.

07.01 Department head requirements:

a. identify, track, and notify Human Resources of any positions in the department that require a state, federal, or university LCC as a condition of employment;

b. notify Human Resources of any changes to such requirements;

c. ensure that all LCCs are documented in the applicable job description and job specification; and

d. obtain and forward to Human Resources a copy of any required LCC on or before the LCC expiration date.

07.02 Hiring manager requirements:

a. include a description of any required LCC in the job posting;

b. obtain from the selected job applicant a copy of any required LCC and forward it to Human Resources; and

c. forward to Human Resources any vice-presidential approval of initial or continued employment for an individual not possessing a required LCC.

07.03 Employee requirements:

a. keep any required LCC for their position current; and

1. provide Human Resources with a copy of any renewed LCC on or before the LCC expiration date.

07.04 Human Resources requirements:

1. track the possession of all required LCCs for employees; and
2. send a notice to the employee and their supervisor upon expiration of any required LCC.

**08. PROCEDURES FOR CHILD LABOR**

08.01 Departments with part-time and temporary (including summer) work appropriate for student workers should use university student employees whenever possible. However, if university students are not available or eligible, departments may hire non-student employees within the following age restrictions:

a. The minimum age for university employment is 16, with the exception of students employed in special programs such as university-sponsored programs targeting pre-college students.

b. An employee under age 18 may not work in any position evaluated as [hazardous](http://www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm) by the U.S. Department of Labor and the TWC. Individuals with questions should address them in advance to Human Resources.

1. An employee under age 19 who:

1) is actively enrolled in high school and pursuing a diploma will receive wages at a rate equal to the federal minimum wage, except where the Fair Labor Standard Act (FLSA) allows exceptions. The employing department should contact Human Resources to obtain an appropriate title and identify the employee as a high school student; or

2) has graduated from high school or who certifies that they have officially dropped out of school may work for the university in any position for which they qualify.

d. The divisional vice president and the executive vice president for Operations and Chief Financial Officer must approve exceptions to Subsections a., b., and c.

**09. PROCEDURES FOR HIRING AND APPOINTING REGULAR EMPLOYEES**

  09.01 Forms

1. The hiring manager must route an appointment [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) to Human Resources in order to create an employment record in SAP.

b. All males aged 18 to 25 must register with Selective Service before becoming a state employee.

The Human Resources Master Data Center will verify Selective Service registration for all regular new hires. The hiring department is required to request verification of registration for non-student, non-regular and student workers. The hiring department will attach a copy of the confirmation to the appointing [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) and submit to Human Resources or to the Office of Faculty and Academic Resources for processing.

c. The hiring manager must review all received applications prior to the closing date or the date Talent Acquisition was notified to discontinue accepting applications on open until filled postings.

1. The hiring manager must complete the university’s applicant verification process for the selected applicant. Under this process, the hiring manager documents the applicant’s experience, education, certification, and affiliations by:

1) contacting prior employers and completing at least two employment history verifications located on the employment verification form in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new); and

2) requiring the applicant to provide copies of transcripts and professional certifications or affiliations as required.

1. The hiring manager must submit to the equity reviewer, via the department head, the completed electronic applicant list and requisition (recommend for hire) in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new). The hiring manger must update all applicant statuses in the job posting.

1) The equity reviewer, will review in the electronic applicant system, the applicant list, the requisition (recommend for hire) including hiring matrix, and applicant verification documentation and will return disapproved electronic lists and requisitions (recommend for hire) to the hiring manager for correction or forward the approved requisition (recommend for hire) to Talent Acquisition.

2) Effective Dates – Hiring managers do not have the authority to offer a position or commit the university to a specific start date for a new hire, or change in employee status without the following:

(a) the equity reviewer approval of the electronic applicant list, the hiring matrix, and the applicant employment verification documentation;

(b) completion of a criminal history background check; and

(c) notification from Talent Acquisition to extend the employment offer, at which time the [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) is to be completed upon determination of the hire date.

09.02 Hiring Rates

1. The [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) contains the pay grades and associated ranges for classified titles and the pay grades and [pay plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) minimums for unclassified and administrative officer titles.
2. Salary Posting Options
3. New Employees – Hiring managers may post a single rate or rate range. The lowest rate indicated in the posting must be no lower than the minimum rate for the title in the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html). The posting should indicate salary commensurate if the hiring manager wishes to have the flexibility to negotiate a rate higher than the single rate or rate range posted. However, the hiring manager may not negotiate an offer of a rate higher than the approved amount identified for the position. For classified positions, the hiring rate cannot exceed the maximum [pay plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) rate for the title of the position being posted. For administrative officer titles, contact Human Resources.
4. Current Employees – Salary posting options for current employees are the same as for new employees, except that normal university promotion, transfer, and other applicable compensation policies will apply, as appropriate.

NOTE: Except for a promotion under the internal selection option or a general increase as may be mandated by the legislature or university policy, new employees are not eligible for any pay increase for a period of 90 calendar days.

09.03 Approval to Fill Multiple Positions (Copy Pools) – a hiring manager may fill multiple vacancies from the same applicant pool within 30 days of the hire from the original job posting. The vacant positions must be identical with the same job title, salary, and requirements. The hiring manager will create a job posting and send a request to Talent Acquisition to copy the applicant pool to the new job posting. To request permission to copy a pool from which the original hire is more than 30 days old, contact the equity reviewer at [equitablehiring@txstate.edu](mailto:equitablehiring@txstate.edu).

09.04 Promotions and Transfers

a. Hiring managers may internally transfer or promote employees by following the steps noted in Section 03.05.

The university will not ask an employee to forego a promotion because of their value to their current supervisor. Nevertheless, an employee accepting promotion or transfer should give the current supervisor as much advance notice as possible in order to ease transition problems. The current and new supervisors shall mutually agree upon the transition date.

b. For requirements regarding compensation for promoted or transferred employees, refer to [UPPS No. 04.04.11](http://www.txstate.edu/effective/upps/upps-04-04-11.html), University Classification and Compensation.

c. If an employee changes status between the monthly budget payroll and the semi-monthly payroll, the change must be effective on the first of the following month.

d. A change in FLSA overtime status becomes effective at the beginning of a work week.

09.05 New Employee Processing – The hiring manager must send the selected applicant to NEW in accordance with the provisions of [UPPS No. 04.04.15,](http://www.txstate.edu/effective/upps/upps-04-04-15.html) New Employee Welcome – Staff.

**10. PROCEDURES FOR NON-STUDENT, NON-REGULAR STAFF EMPLOYEES**

10.01 Appointments – Hiring managers use the following methods for appointing non-student, non-regular staff employees:

a. Quick Hire and Quick Rehire [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) – The employee will receive an hourly rate.

b. A hiring manager may use a quick hire and quick rehire [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) to appoint task workers. A task worker is an individual who does not have a current full time equivalent (FTE) appointment, and the duties performed are exempt from overtime provisions of the FLSA. The worker will receive either a one-time payment or payments spread out over a short time period.

NOTE: Hiring managers must obtain approval from Human Resources prior to submitting a [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) for a task worker.

10.02 Recruitment of Non-Student, Non-Regular Staff Workers

1. Hiring managers may use the temporary pool applications to fill temporary positions. Email Talent Acquisition at [talentair@txstate.edu](mailto:talentair@txstate.edu) to access the [temporary pool](https://jobs.hr.txstate.edu/postings/18513) for applicant search.

\*10.03 Limitations

a. Non-student, non-regular staff may work on short assignments or intermittently throughout the year, but the total hours worked must not exceed 19.75 hours per week

10.04 Title and Rate of Pay

1. Hiring managers must use a title listed in the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) to hire non-student, non-regular staff employees, and must include a brief description of the duties and responsibilities in the [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html).

b. Employees normally receive compensation at a rate equal to the minimum rate for the assigned title. However, hiring managers may appoint a non-student, non-regular staff employee at any rate above the minimum up to the maximum of the range with approval from their vice president. The [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) contains the minimum for classified and unclassified titles. Contact Human Resources to obtain the minimum for administrative titles.

If paid hourly, hiring managers will calculate the hourly pay rate by using the following formula: monthly pay x twelve months / 2080 hours = hourly rate.

10.05 Payment and Timekeeping – The university pays non-student, non-regular employees twice a month. The overtime provisions described in [UPPS No. 04.04.16,](http://www.txstate.edu/effective/upps/upps-04-04-16.html) Overtime and Compensatory Time Policy, apply to non-student, non-regular staff employees. Entry of hours worked are required through the university’s time entry system to assure payment.

10.06 Employee-Completed Forms – Non-student, non-regular staff employees must have an employment application in the temporary job posting and must complete all required personnel and payroll forms in the [Hourly Non-Student, Non-Regular Staff Support Documents](https://www.hr.txstate.edu/forms.html) used in addition to the [PCR.](https://www.hr.txstate.edu/mdc/staff-pcr.html)

[I-9 Employment Eligibility Verification](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html) and [E-Verify](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html) must also be completed online through the vendor website.

10.07 [Texas Department of Public Safety (DPS) Computerized Criminal History (CCH) Verification Check](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/pre-employment-assessment.html) – Using the Texas DPS database, Talent Acquisition will conduct criminal background checks on all prospective non-student, non-regular employees at no cost to the hiring department.

The hiring department will request a non-student, non-regular employee criminal history check by contacting Talent Acquisition through the request form, [DPS CCH Verification Check](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/pre-employment-assessment.html), and providing the prospective employee’s full name and date of birth prior to the start date of the assignment.

**11. PROCEDURES FOR NOTICE OF TERMINATION AND ACCRUED LEAVE**

11.01 An employee should give a supervisor appropriate notice when deciding to transfer, accepting a promotion, or terminating employment. All employees are expected, but not required, to provide the university with at least two weeks’ notice of intent to terminate employment. The university does not allow an overlapping period between terminating employees and their replacements unless funding is available and the appropriate vice president approves the overlap in advance and in writing.

11.02 Procedures addressing the termination date and payment or transfer of leave balances are outlined in [UPPS No. 04.04.30](http://www.txstate.edu/effective/upps/upps-04-04-30.html), University Leave Policy and [UPPS No. 04.04.50](http://www.txstate.edu/effective/upps/upps-04-04-50.html), Separation of Employment and Interdepartmental Transfers.

**12. PROCEDURES FOR EMPLOYEE REFERENCE CHECKS**

12.01 External Organizations – Any reference check requests for current or former Texas State employees should be sent to Human Resources. Human Resources will verify dates of employment, job title, and salary information. Human Resources will not provide other information concerning the employee’s official work history unless requested via release signed by the employee. Human Resources will not provide information concerning a former employee’s eligibility for re-employment with the university.

12.02 Texas State Departments – When an individual who is a current or former Texas State employee has been selected to fill a position, the hiring manager must conduct a reference check with Human Resources before a hire can be approved. Human Resources will verify dates of employment, job title, salary information, reason for leaving, performance appraisal results, attendance records, performance improvement plans, and any disciplinary actions for the individual. Human Resources will also provide this information to the hiring manager upon request for current or former Texas State employees who are finalists or under serious consideration to fill a position.

NOTE: Supervisors are discouraged from responding to reference checks from other employers concerning former employees. Documentation contained in official university records must support an adverse response. An individual who gives out undocumented or unsubstantiated information on a reference check assumes personal legal liability for a resulting unfavorable hiring decision.

**13. SUMMARY OF RESPONSIBILITIES**

|  |  |
| --- | --- |
| Actions | Responsible Party |
| Evaluate qualifications of employees for internal promotion or transfer. If applicable, create a transfer or promotion action in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) | hiring manager |
| Submit position requisition | hiring manager |
| Establish recruiting period and salary to be posted | hiring manager |
| State specific job-related qualification requirements | hiring manager;  Human Resources’ Talent Acquisition |
| [Announce vacancy](https://jobs.hr.txstate.edu/hr/login) | hiring manager;  Talent Acquisition |
| Complete electronic application | applicant |
| Conduct interviews | hiring manager |
| Complete hiring matrix, update applicant statuses for the applicant list report, obtain applicant verification documentation, and forward electronically | hiring manager |
| Approve interview results, applicant list report, and employment verification documentation | equity reviewer |
| Conduct background check and notify hiring department of approval to hire | Talent Acquisition |
| Notify selected applicant | hiring manager |
| As outlined in [UPPS No. 04.04.15](http://www.txstate.edu/effective/upps/upps-04-04-15.html), New Employee Welcome – Staff, register the new employee for attendance at NEW I | hiring manager |
| Submit [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) | hiring manager |
| Send selected applicant to NEW I | hiring manager |
| Notify those interviewed, but not selected | hiring manager |

**14. REVIEWERS OF THIS UPPS**

\*14.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for Human January 1 E3Y

Resources

Chair, Staff Council January 1 E3Y

**15. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Human Resources; senior reviewer of this PPS

Executive Vice President for Operations and Chief Financial Officer

President