

Hiring and Dismissal of Staff; Evaluations	Procedure Number	UA-PTC AR 405.1.2
	Effective Date	Oct 1, 2023

1.0 PURPOSE

The Chancellor, with the authority of the President of the University System, has final approval of all staff selection. The precise terms and conditions concerning each job offer shall be stated in writing in the Job Offer Letter. Evaluation of performance will be an ongoing part of the employment process for all staff employees.

2.0 REVISION HISTORY

Adopted on: Jan 1, 2019

Revised on: September 8, 2023

Supersedes: BP 2.0 Human Resources Policies, BP 2.10 Employee Recruitment and Selection, AR 2.10 Addition and Replacement of Staff, 2.11 Posting of New Positions, AR Minimum Qualification Applicant Selection

3.0 PERSONS AFFECTED

Staff employees

4.0 DEFINITIONS

Dismissal – Dismissal is severance from employment for cause after administrative due process.

Resignation – Resignation is voluntary termination of employment by an employee. The director of the unit to which the employee is assigned is authorized by the Board of Trustees to accept the resignation.

Selection – Once a prospective employee has been interviewed by all appropriate parties and all appropriate references and background checked, a *Job Offer Letter* will be issued through *Workday*, which is UA-PTC's human capital management system. *Workday* will route all approvals to the appropriate individuals in the position's supervisory organization.

Staff – An employee who is non-faculty

- Staff positions are not assigned to a pay grade, but each title has a maximum salary for each year of the biennium, called a line-item maximum, which is specified in the *Campus Appropriations Act*. The actual pay for each position is determined by the College and department budget and by the employee's qualifications; it is not usually as high as the line-item maximum. Faculty titles also have a line-item-maximum.

Suspension – Suspension is temporarily relieving an employee of duties. The suspension period may or may not be paid.

Termination – Termination is the general term to describe severance of employment from the College. Termination may be by resignation, retirement, dismissal, or termination for convenience.

Termination for Convenience – Termination for convenience is the right of UA-PTC to terminate an employee's employment at any time and for any reason. Thirty (30) days advance written notice to the staff employee.

Year – Year is defined as the fiscal year extending July 1 through June 30 next

5.0 PROCEDURE

The following principles shall apply to the selection of staff employees:

A. General

A *Job Requisition* shall be initiated by the Hiring Manager in *Workday*. *Workday* will route the requisition through the appropriate supervisory organization for approval. Within the approval process in *Workday*, the requisition is forwarded to the Vice Chancellor of Finance to verify funds for the position are budgeted. Upon approval of the *Job Requisition*, the Office of Human Resources will post the position on the UA-PTC website and other recruiting websites as needed.

UA-Pulaski Technical College seeks to transfer and promote interested and qualified employees within the College whenever possible. Job posting procedures are used to ensure that current College staff are aware of and have the opportunity to be considered for position vacancies and newly created jobs which may provide career advancement and alternatives. When appropriate:

1. Positions will be posted on the UA-PTC website, Human Resources Employment Opportunities Tab.
2. Positions will be posted for a minimum of seven days for staff positions

B. Selection

UA-Pulaski Technical College will make all human resources decisions without regard to race, color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity, or any other characteristic protected under applicable state or federal law. All hiring for the College will comply with equal opportunity and affirmative action regulations and guidelines.

All individuals employed by the College shall be hired on the basis of ability and qualifications to perform the essential functions of the position, with or without accommodation.

All applicants are required to apply online and through *Workday*. *Workday* is a central repository for all applications. Based upon the specific criteria set forth in the job posting, qualified candidate applications will be identified. All Hiring managers are encouraged to consult with Human Resources when determining, writing, and evaluating minimum qualifications. Positions at the Department Director level and above will, with limited exceptions, have a committee to assist the hiring manager in the selection process. The search committee will review and recommend which of the applicants will/will not be interviewed.

An appropriate degree or professional experience is an essential qualification for staff positions.

C. Dismissal, Suspension, and Progressive Discipline

1. Counseling Process

The College supports the philosophy of counseling staff to address problems of job performance or conduct issues by taking appropriate levels of corrective measures. The counseling process may begin at any step and include verbal warnings, written warnings, performance improvement plans, suspension and termination. If disciplinary action becomes necessary, the type of discipline and timeframe for execution will be determined by UA-PTC on an individual basis according to the nature of the circumstances surrounding the issue.

2. Due Process

Before an employee is dismissed, the employee will be provided notice and an opportunity to be heard in the form of a meeting with the Vice Chancellor for Finance. During the meeting, the employee will be informed of the basis for the decision and allowed an opportunity to provide information that he or she feels is relevant to the decision. The Vice Chancellor for Finance will review the information and, if necessary, conduct further investigation of the situation. Once the situation has been reviewed by the Vice Chancellor for Finance, the employee will be notified in writing of the decision. After the termination, the employee may utilize UA-PTC's grievance procedures and appeal the decision to the Chancellor, who may convene a hearing.


3. Suspension

UA-PTC may suspend a staff employee with pay during the pendency of an investigation. In addition, UA-PTC may suspend a staff employee without pay as a form of discipline or due to the pendency of a criminal felony charge. A disciplinary suspension without pay shall be subject to appeal pursuant to the grievance process set forth in the UA-PTC’s handbook.

D. Annual Review

Staff employees participate in an annual evaluation process at UA-PTC designed to promote a process of continuous quality improvement. An annual review of the work of each full-time staff member shall be made on the basis of assigned duties and in accordance with criteria and procedures adopted by UA-PTC. Employees are evaluated using information gleaned from direct observation, peer evaluation, student evaluation, assessment data, and service to the college and its students.

- a. Within thirty (30) days of beginning their employment at UA-PTC, the staff employee will meet with their supervisor to review and sign their job description. A copy will remain in the department, a copy will be given to the employee, and the original will be sent to the Office of Human Resources;
- b. During the first three months of employment, the new employee will meet with their supervisor and discuss performance expectations, performance criteria and the evaluation cycle;
- c. Employees are encouraged, during the review cycle, to submit to their supervisor any materials they feel are relevant to the annual evaluation process;
- d. At the conclusion of the evaluation cycle, the supervisor will complete the evaluation form and schedule an appointment with the employee to discuss the evaluation and set performance goals for the upcoming year;
- e. The employee may utilize the UA-PTC grievance procedures if they feel the evaluation result does not adequately represent their performance during the evaluation period;
- f. Copies of personnel records are maintained in the Office of Human Resources while the staff member is an active employee and for three years after separation.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Faculty Review	October, 2018
Ratified by:	College Council	Sept 8, 2023
Recommended by Chancellor		October 12, 2023
UA Policy Alignment:		405.4