



Lehigh University Human Resources Policy

Policy Number:	207
Effective Date:	7/1/1990
Revisions:	12/30/2008
Applicability:	All Classified Nonexempt Staff Members

EMPLOYMENT OF NONEXEMPT STAFF POLICY

Purpose:

Policy on hiring nonexempt staff members

Policy:

Goal

The purpose of this policy is to ensure timely recruiting and selection of classified nonexempt staff in compliance with legal, environmental, safety, and labor requirements.

Definition of a Nonexempt Employee

Positions are classified as either “exempt” or “nonexempt” based on whether the position qualifies under the *Fair Labor Standards Act (FLSA)* rules for such exemptions. Positions classified as nonexempt are generally considered administrative/clerical, service, technical, and maintenance positions such as secretaries, department coordinators, child care workers, bus drivers, police officers, help desk technicians, and laboratory assistants.

The Process

Supervisors who need to recruit a nonexempt staff member should first consider the following:

1. The opportunity for job enrichment of other employees within the department and the University
2. The opportunity to restructure or redefine the job
3. The necessity of hiring a full-time, part-time, or temporary employee
4. The economics of hiring.

Upon determining that hiring a full-time or part-time staff member is appropriate, the supervisor should proceed in a timely manner, keeping in mind the importance of following all of the University’s policies on recruiting and selection of employees.

Nonexempt Staff Hiring is Centralized

Nonexempt employment at Lehigh is centralized. Human Resources (HR) works with individual hiring managers in departments to coordinate the recruitment and selection process. In addition to HR,

Employment Coordinators have been identified for each major area of the University. The coordinators work with hiring supervisors in each area to provide guidance and assistance through the employment process. The coordinators also work with HR and are kept up to date on employment policies and procedures. Human Resources is responsible for approvals in the employment process unless there are circumstances in which the Vice President and/or Dean need to be involved. The University is committed to affirmative action/equal opportunity and to full compliance with federal, state, and local regulations regarding employment. (Refer to the *Lehigh University Policy on Equal Employment Opportunity, Affirmative Action and Non-Discrimination* and Policy Number HR-205 for information regarding the exempt employment process.)

Requisition

The *Staff Employment Request Form* has been developed to provide uniformity, to facilitate record keeping, and to give higher level managers the opportunity to review and approve all requests as an aid in controlling employment levels and managing University resources.

The *Staff Employment Request Form* will be provided to the hiring supervisor by HR and must be submitted to the next level of supervision, Human Resources, the Budget Office, and the appropriate vice president or Provost for approval.

A hiring manager has two options when a position becomes vacant; to fill the position without making changes to the position accountabilities, or to make changes to the accountabilities. The hiring manager should review the *Position Description* to ensure it accurately reflects the job accountabilities.

No change to vacant position

If there are no changes to the position accountabilities, the hiring manager signs the *Staff Employment Request Form* and circulates for approval to the next level of supervision, Human Resources, the Budget Office, and the appropriate vice president or Provost. Upon receipt of above approval, HR will post the position on the Lehigh University web site and in the HR Office and will send it electronically to community based organizations.

Changes to vacant position

If the hiring manager needs to make changes to the *Position Description*, contact the *Manager: Employment and Compensation Services* for access to the *Position Description* in the *online tool* on the Portal. A *Request to Re-evaluate a Position* must be completed, attached to the revised *Position Description*, and approved by the next level of supervision and vice president or Provost before being re-evaluated by Human Resources. When the position has been re-evaluated, the *Manager: Employment and Compensation Services* will contact the hiring manager and send the *Staff Employment Request Form*. The *Staff Employment Request Form* must be circulated for approval from the next level of supervision, Human Resources, the Budget Office, and the appropriate vice president or Provost.

New position

If a new position is being created, complete the *New Position Approval Form* and create a new *Position Description* in the *online tool*. (For assistance, contact the Human Resources Office.) When approved, the *Manager: Employment and Compensation Services* will determine the salary grade for the new position, initiate the *Staff Employment Request Form*, and send it to the hiring supervisor. The *Staff Employment Request Form* must be approved by the department head, Human Resources, the Budget Office, and the appropriate vice president or Provost. Upon receipt of above approval, HR will post the position on the Lehigh University web site and in the HR Office and will send it electronically to community based organizations.

Recruitment

The University is committed to fair, nondiscriminatory employment and promotion practices. In addition, Lehigh is committed to positive efforts to recruit, employ, train, and advance men and women of all backgrounds. The *HR Associate: Nonexempt Employment* will coordinate with the hiring supervisor the strategy for recruiting candidates when the position is posted. All nonexempt staff recruiting is coordinated through services offered by Human Resources.

Postings will be prepared daily on work days, with the exception of some holiday weeks. To have a position posted the same day, the approved *Staff Employment Request Form* must be in the Human Resources Office by 2:00 p.m.

Hiring supervisors are encouraged to interview and consider qualified University staff members who have submitted applications for vacant positions. Vacant positions must be posted internally for five (5) working days before external candidates are considered. This is supported by Lehigh University's *Staff Employment Value Strategy* which acknowledges the important contributions of staff. Employees who are ready, willing, and able to expand the scope of their responsibilities and increase their contribution to their department, college, and university will be considered for vacant positions prior to consideration of external candidates. [For exemptions from posting please see HR-208 *Posting of Job Vacancy Policy*.]

If the position is one in which the University is underrepresented in a protected group of persons, special recruiting efforts may be necessary to identify minority and/or female candidates. Human Resources will send copies of the *Notice of Job Vacancy* to recruitment sources and make special efforts to recruit women and minorities. Additional funds may be obtained by completing the *Recruitment Plan Request Form* and obtaining approval from the dean/vice president. The *HR Associate: Nonexempt Employment* will coordinate the strategy for recruiting applicants with the hiring supervisor when the position is posted.

Interviewing

The *HR Associate: Nonexempt Employment* is responsible for screening internal candidates and referring only those who qualify for consideration to the hiring supervisor. The hiring supervisor is responsible for interviewing qualified internal candidates. Internal candidates are required to complete the *Internal Employment Application*.

The *HR Associate: Nonexempt Employment* is responsible for screening external candidates and referring a predetermined number of qualified candidates to the hiring supervisor. The hiring supervisor has flexibility with regard to which external candidates are interviewed, except that all qualified candidates known to satisfy underrepresentation in a position must be interviewed.

The hiring supervisor is responsible for interviewing candidates with regard to their suitability for and interest in the position. The *HR Associate: Nonexempt Employment* is responsible for testing, general screening, providing an overview of Lehigh University, and the benefits that may apply.

Both the hiring supervisor and the *HR Associate: Nonexempt Employment* should ensure that the candidate is informed about the proof of employment eligibility required by the *U.S. Immigration and Naturalization Service*.

Selection

Prior to selecting a candidate, the hiring supervisor is responsible for conducting further employment references regarding qualifications and work experience. References are conducted prior to making an

employment offer (see HR-210 *Reference Check Policy*).

For specific positions, the candidate may need to satisfy other requirements as indicated on the position description, such as testing of a specific nature. Normally the *HR Associate: Nonexempt Employment* will coordinate these arrangements and confirm with the hiring supervisor that a conditional offer may be made.

After a search has been completed, but before an offer is made, the hiring supervisor must consult with HR to determine the best candidate for the position. The hiring supervisor and HR will identify an appropriate salary within the guidelines of the *Salary Administration Policy*. If an internal candidate has been selected, HR will recommend an appropriate salary range for a transfer or promotion for an internal candidate.

The *HR Associate: Nonexempt Employment* will prepare the *Affirmative Action Compliance Form*. HR may approve the hire if the following conditions are met:

- The candidate meets the qualifications for the position
- A representative applicant pool was obtained through effective recruiting
- The salary is within the hiring range for external candidates and within the recommended salary range for internal candidates for the position and monies are available in the department budget.

If the *HR Associate: Nonexempt Employment* has concerns regarding any of the above items, the *HR Associate: Nonexempt Employment* will forward the *Affirmative Action Compliance Form*, along with a draft of the offer letter, the applications of all interviewed applicants, and HR's recommendations to the appropriate vice president for review. The vice president/provost and *Director for Human Resources Services* determine the final approval.

Background Checks

Lehigh University will conduct pre-employment background checks for all new exempt and nonexempt employees. Prior to extending an offer of employment or following a conditional offer of employment, the final candidate for the position will receive the following pre-employment background checks: social security verification, education verification, and national, county, and state criminal background checks (refer to HR-201 *Background Checks Policy*).

Certain areas and positions will require additional background checks. Areas deemed “security and safety sensitive” as identified in position descriptions, job postings, and advertisements for the position may require a credit history report, motor vehicle report, child abuse check, and professional license or certificate verification. HR will retain all background check documents in confidential files.

Employment Offer

The employment offer, including salary, start date, work hours, and employment status, must be coordinated with the *HR Associate: Nonexempt Employment* before it is extended. Subsequent negotiations regarding the offer will be made in consultation with the *HR Associate: Nonexempt Employment*. Any individual who makes an unauthorized offer of employment or significant change in conditions of employment to a prospective employee, assumes responsibility for any penalties, liabilities, and expenses which may arise from that action. Offers of employment must be conditional unless background checks have been successfully completed.

Neither the hiring supervisor nor the *HR Associate: Nonexempt Employment* may make commitments or guarantees as to the likelihood of future employment or career growth other than in describing the

opportunities generally available to all employees.

The hiring supervisor is responsible for arranging employment or transfer details. When arranging internal transfer details, the average time for transition from one department to another is two to three weeks. Exceptions may apply and should be discussed by the current and future supervisors.

When the offer is accepted, the *HR Associate: Nonexempt Employment* will prepare a written offer letter to be given to the new employee. Any other written communication regarding employment/appointments must be reviewed with the *HR Associate: Nonexempt Employment*.

Closing the Search

All search files are maintained in HR for records retention. This includes the *Affirmative Action Compliance Form*, the *Interview and Selection Report*, a copy of the signed offer letter, all employment applications, and any other documentation of the search effort. All records are kept for three years from the date of employment.

The *HR Associate: Nonexempt Employment* will provide the hiring supervisor with a copy of the offer letter and the original *Assignment Appointment Form*. It is the hiring supervisor's responsibility to obtain the required signature(s) on the *Assignment Appointment Form* in order for the new employee to be paid. HR will coordinate the completion of the *I-9 Form* and *W-4 Form* on the first day of employment. The hiring supervisor needs to assist the new employee in acquiring a Lehigh faculty/staff ID card, parking hangtag, Email access, Banner access (if applicable), office keys, etc. Please refer to the *Guide for Orienting New Staff* available from HR.

The *HR Associate: Nonexempt Employment* is responsible for coordinating notification to the candidates who were interviewed but not selected for the position.

Hiring supervisors are responsible for conducting a department orientation as well as arranging for employee training as necessary.

Keywords: Hiring, Employment, Nonexempt