



POLICY TITLE	Hiring of Staff and Student Employees	Policy Number	302
Section	Human Resources	Approval Date	
Subsection	Hiring Practices	Effective Date	
Responsible Office	Office of the Vice President of Budget, Planning, and Human Resources		

1.0 PURPOSE

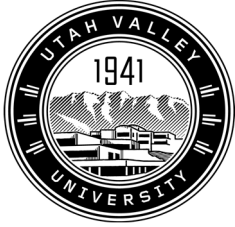
1.1 This policy addresses the recruitment and hiring process for only staff and student positions.

2.0 REFERENCES

- 2.1 *Immigration Reform and Control Act of 1986*
- 2.2 UVU Policy 165 Discrimination, Harassment, and Affirmative Action
- 2.3 UVU Policy 304 *Employment of Relatives (“Nepotism”)*
- 2.4 UVU Policy 333 *Criminal Backgrounds Checks*
- 2.5 UVU Policy 352 *Compensation for Non-Faculty Employees*

3.0 DEFINITIONS

- 3.1 **Advertising:** Promoting the job opening to applicants through UVU’s employment website and through media such as newspapers or websites including those that target a field or profession.
- 3.2 **Applicant:** An individual who has submitted a formal application for a vacant position.
- 3.3 **Candidate:** An individual who is selected from the applicant pool.
- 3.4 **Hiring Agent:** Person with responsibility for hiring to fill the vacant position.
- 3.5 **Internal Applicant:** A current UVU employee who has submitted a formal application for a vacant position having met the length of service and other requirements listed in this policy.
- 3.6 **Job Family:** Grouping of positions with similar responsibilities that require similar types of training, skills, knowledge, and expertise. Job families are identified by Human Resources in collaboration with department leaders.
- 3.7 **Job Family Promotion:** Promotion of an employee from one position to another within a job family.



3.8 Staff, Full-time: Staff employees paid on the exempt/nonexempt pay schedule and hired into positions in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are offered medical benefits coverage in accordance with the University's medical benefit plan waiting period.

3.9 Staff, Part-time: Variable hour staff and student employees paid an hourly rate (based on the exempt, nonexempt, or student/trainee pay schedule) for hours work. Pay is processed through submission of time for actual hours worked.

3.10 Student: An individual enrolled in at least one credit-bearing course during the current semester at Utah Valley University.

3.11 Student Employee: A student who performs services in the employ of the University "incident" to and for the purpose of pursuing a course of study at the institution (U. S. Treasury Regulations Section 31.3131(b) (10)-2). A student may continue to be considered a student employee when not enrolled in the current semester, if enrolled in at least one course in each of the most recent previous two semesters.

3.12 Variable hour: Employees hired into positions that are assumed to not be full-time meaning the University has a reasonable belief that the employee will not work 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are not eligible for medical benefits.

3.13 Waiver of Advertising: Approval to fill a position without advertising or reviewing of applicants.

4.0 POLICY

4.1 Utah Valley University establishes and follows hiring practices in accordance with federal and state laws governing employment including equal opportunity, affirmative action, nepotism, and immigration.

4.2 Human Resources is the central recruiting office responsible for the establishment of hiring guidelines. Hiring agents shall conduct all recruitment activities, including associated record keeping, in accordance with hiring guidelines developed and maintained by Human Resources.

4.3 To promote equal opportunity, all vacant positions shall be advertised pursuant to the hiring guideline for the position classification. Positions shall be advertised in appropriate publications according to the geographic scope of the search, affirmative action goals, and the needs and resources of the hiring department and the University. To be considered for employment, applicants must complete the university application and apply for a specific job opening.

4.4 Prior to making an offer of employment to a candidate, hiring agents must review with and receive written approval by Human Resources the terms of the offer. Offers of employment are contingent upon verification of identity, successful completion of a background check, and employment eligibility of the candidate.

5.0 PROCEDURES

5.1 Advertising



5.1.1 Advertisements must be listed on the University's employment website during the application period unless a waiver of advertising has been approved.

5.1.2 Advertisements for staff positions shall allow for applications to be submitted for a minimum of seven (7) calendar days unless a waiver of advertising has been approved. In consultation with Human Resources, hiring agents may extend the application period beyond seven (7) calendar days and/or may advertise the position as open until filled. Advertisements for student employees may allow for applications to be submitted for a period of less than seven (7) calendar days.

5.2 Waiver of Advertising

5.2.1 In exceptional cases the advertising requirements may be waived if a formal request for a waiver of advertising is submitted to Human Resources and reviewed and approved by the appropriate vice president and/or President prior to filling the position. A formal request for a waiver includes a position description of the work to be performed, a resume or application demonstrating how the candidate meets the minimum qualifications of the position, and a written, signed memo outlining the rationale for and identifying the specific criteria met for a waiver of advertising.

5.2.2 A waiver of advertising request may only be approved if the candidate meets the minimum qualifications of the position and one or more of the following Waiver of Advertising criteria are met:

5.2.2.1 Spousal hire—In order to recruit a high caliber candidate into a position that the vice president has identified as key to the university, the spouse of the candidate may be hired into a vacant position without a search provided the spouse meets the minimum qualifications of the vacant position. The spousal hire must be approved by the vice president of the division into which the spouse is to be hired.

5.2.2.2 Previous search—The candidate applied and was interviewed within the last 12 months for a vacant staff position at the same or higher grade level with the same minimum qualifications and similar essential functions as the currently vacant position.

5.2.2.3 Paid Internship—A candidate for whom the work assignment meets a formal educational program requirement or provides specific career-related experience. Paid internships may extend for no more than one year.

5.2.2.4 Acting/interim—A temporary appointment made to a position when there is an urgent need. An acting or interim appointment may not be changed to a regular appointment without advertising the position and going through a screening and interviewing process or by following promotion procedures where the incumbent qualifies as an internal applicant. Acting or interim appointments will normally be for less than one year in duration.

5.2.2.5 Reinstatement—An employee who terminated in good standing within the previous twelve months may be reinstated to a position in the same job family at the same or lower classification as compared to the position formerly held.

5.2.2.6 Part-time to full-time conversion—When a part-time staff position is converted to a full-time staff position with the same title, duties, and classification, the incumbent employee may be hired into the new full-time staff position without a search if there are no other qualified part-time staff employees within the



same job family. If there are other qualified part-time staff within the same job family, job family promotion procedures may be used for selection.

5.2.2.7 Other—A waiver may be approved if the offer of employment is made in order to settle a grievance or complaint or if the offer of employment is made in order to avoid a reduction in force.

5.2.2.8 Institution Best Interest— A waiver of advertising may be approved by the President if he or she determines in collaboration with the Associate Vice President for Human Resources that it is in the University's best interest to place a candidate in a vacant position without a search.

5.3 Screening and Interviewing

5.3.1 Screening and interviewing shall be conducted in accordance with the appropriate full-time staff, part-time staff and student employee hiring guidelines listed on the HR website.

5.3.2 The hiring agent is responsible for leading the screening and interviewing process and ensuring that all hiring participants have received and adhere to required hiring training.

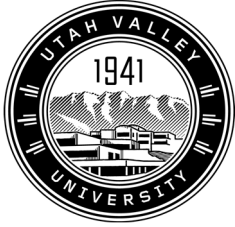
5.4 Internal Searches

5.4.1 A hiring agent, in consultation with Human Resources, may choose to conduct an internal job family promotion if an employee or employees have developed the necessary qualifications for a vacant position through their experience in the job family or department. Eligible employees will be able to apply for the position by invitation only. Screening and interviewing for job family promotion shall be conducted in accordance with hiring guidelines listed on the HR website. To be considered for job family promotion, employees must meet the minimum requirements of the position and qualify as internal applicants by meeting at least one of the following criteria:

- 1) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position's opening date.
- 2) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months, immediately prior to the position's opening date.

5.4.2 Searches may be limited to internal applicants when there is a possibility of recruiting a current university employee with the appropriate skill set and qualifications. To be considered for internal only searches, employees must meet the minimum requirements of the position and qualify as internal applicants. Internal applicants must meet at least one of the following criteria:

- 1) Adjunct faculty status for at least two full semesters immediately prior to the position's opening date.
- 2) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position's opening date.
- 3) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months immediately prior to the position's opening date.



5.4.3 Pay increase for the candidate selected through internal search will be determined in accordance with Policy 352 *Compensation for Non-Faculty Employees*.

5.5 Employment Eligibility

5.5.1 Offers of employment are contingent upon:

5.5.1.1 The results of any background checks in accordance with Policy 333 *Criminal Backgrounds Checks*, drug tests, and any other pre-employment tests required for the position.

5.5.1.2 Verification of identity and employment eligibility. To ensure compliance with federal and state laws and regulations relating to immigration and the verification of identity and employment eligibility, all new employees must submit acceptable documentation and sign a Form I-9 on or before the first day of work.

5.5.1.3 Compliance with UVU Policy 304 *Employment of Relatives (“Nepotism”)*.

5.6 Applicant Complaints

5.6.1 Applicants may direct questions or complaints regarding staff and student hiring processes and decisions to the Associate Vice President for Human Resources. The Associate Vice President, or designee, shall respond to and seek appropriate resolution of applicants’ questions or complaints.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



~~Utah Valley University
Policies and Procedures~~

Title	Hiring of Salaried and Hourly Positions	Number	302
Section	Human Resources	Approval Date	Aug 07, 1995
Subsection	Hiring Practices	Effective Date	Aug 07, 1995

~~I. Policy~~

~~A. POLICY~~

- ~~1. All recruiting, advertising, and hiring decisions shall conform with applicable institution equal employment opportunity, affirmative action, and related policies, Board of Regents rules and regulations, and federal and state laws, rules, and regulations.~~
- ~~2. Human Resources shall serve as the central recruiting office for the institution and shall review and monitor all materials and procedures used during the recruiting, advertising, and hiring process to ensure compliance with the applications, recruiting records, and specific procedures related to employment maintained by that office.~~
- ~~3. The President shall make appointments and approve positions and rates of pay at the institution. New appointments and other appropriate personnel changes shall be reported to the Board of Trustees as information items.~~
- ~~4. Utah Valley University is committed to establishing, maintaining, and supporting a drug and alcohol free workplace and a safe and secure work environment.~~
- ~~5. UVU complies fully with the Immigration Reform and Control Act of 1986; all new employees must submit verification of employment eligibility and identity and sign a Form I-9 at the time of hire.~~

~~B. SALARIED POSITIONS~~

- ~~1. New applications for salaried positions are accepted only when openings actually occur. Applicants are required to submit a new application for each vacancy based on the specific requirements of that position.~~
- ~~2. All openings for salaried positions are posted at the Provo Job Service and advertised in the Provo Daily Herald. Professional/Administrative positions are also advertised, at a minimum, in the Salt Lake Tribune and the Deseret News. Applicants should stay alert to these recruiting sources, and then be certain to submit an official UVU application and any required supporting documents by the deadline date for any particular opening. They may also call the job hotline, 863-8185, or contact Human Resources to determine current and anticipated job openings.~~

~~C. HOURLY POSITIONS MAY BE FILLED~~

- ~~1. Informally, without a formal screening/interviewing committee. When this option is exercised, the position must be posted and competition ensured. To ensure compliance, the administrator will provide documentation of the hiring process to the Office of Human Resource Services upon request.~~



37 ~~In the event that the administrator converts the hourly position to a contract position, the~~
38 ~~hourly employee hired under this option must compete formally with the general public~~
39 ~~according to screening/interviewing procedures in order to move into the full-time contract~~
40 ~~position.~~

41 ~~The Office of Career Employment Services is the central recruiting point for all student~~
42 ~~hourly positions to be filled informally. Priority will be given to all on-campus positions,~~
43 ~~and job openings will be immediately posted when received. Applicants will be referred to~~
44 ~~the requesting department for interviewing and hiring. Procedural guidelines are available~~
45 ~~in the Office of Career Employment Services.~~

46 ~~2. Formally, according to screening/interviewing procedures.~~

47 ~~Should a formally screened/interviewed hourly position be converted to a contract~~
48 ~~position, the hourly employee hired through the formal process may be moved into the~~
49 ~~full-time contract position without further competition.~~

50 ~~An hourly employee hired through the formal screening process is also eligible to compete~~
51 ~~for other contract positions advertised in-house.~~

52 ~~The Office of Human Resource Services is the central recruiting point for all regular~~
53 ~~hourly positions to be filled formally.~~

54 ~~An official UVU application form is required for all non-faculty positions.~~

55 ~~D. STUDENT EMPLOYMENT~~

56 ~~Student employment is handled by the Office of Career Employment Services and individual~~
57 ~~hiring departments.~~



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POLICY TITLE	Hiring of Hourly and Contract Positions, Career Promotions, and Employee Reassignment	Policy Number	303
Section	Human Resources	Approval Date	October 19, 1995
Subsection	Hiring Practices	Effective Date	October 19, 1995
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

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1.0 PURPOSE

2.0 REFERENCES

UVU Policy 635 *Faculty Academic Freedom, Professional Rights, and Responsibilities*

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3.0 DEFINITIONS

3.1 PACE: Professional Association of Campus Employees

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4.0 POLICY

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4.1 Policy

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4.1.1 This policy is intended to ensure that all employment decisions are made on the basis of an individual's qualifications without regard to race, color, religion, age, sex, national origin, pregnancy related condition, disability, or status as disabled veterans or veterans of the Vietnam era; that all vacant positions are filled with the most qualified applicants; and that employees are provided opportunity to compete for advancement. The policy applies to all professional, administrative, classified and executive (PACE) positions as follows:

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NOTE: Faculty positions are addressed in UVU Policy 635 *Faculty Academic Freedom, Professional Rights, and Responsibilities*

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4.2 Hourly Positions

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4.2.1 Hourly positions may be filled:



35 1) ~~Informally, without a formal screening/interview committee.~~ When this option is exercised,
36 the position must be posted and competition ensured. To ensure compliance, the administrator
37 will provide documentation of the hiring process to Human Resources upon request. In the event
38 that the administrator converts the hourly position to a contract position, the hourly employee
39 hired under this option must compete with the general public in order to move into the full-time
40 contract position. The Cooperative Education Center (CEC) shall serve as the central recruiting
41 point for all PACE hourly positions to be filled informally. Priority will be given to all on-
42 campus positions, and job openings will be immediately posted when received. Applicants will
43 be referred to the requesting department for interviewing and hiring. Procedural guidelines are
44 available in the CEC.

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46 2) ~~Formally, according to the screening/interviewing procedures.~~ Should the hourly position be
47 converted to a contract position, the hourly employee hired through the formal screening process
48 may be moved into the full-time contract position without further competition.
49 An hourly employee hired through the formal screening process is also eligible to compete for
50 other contract positions advertised in-house. Human Resources shall serve as the central
51 recruiting point for all hourly positions to be filled formally.

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53 **4.3 Contract Positions**

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55 **4.3.1** ~~Human Resources shall serve as the central recruiting point for all full-time contract~~
56 ~~positions. Contract positions will be filled on the basis of merit consistent with the formal~~
57 ~~employment, screening, and placement procedures of that office.~~

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59 **4.4 Career Promotions**

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61 **4.4.1 Career Ladder Position**

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63 **4.4.1.1** ~~Formal procedures need not be applied to a previously screened employee who was hired~~
64 ~~with the intent that the employee would be prepared/trained for a higher-level position.~~
65 ~~Established "career ladders" must be documented in the job announcement and on the hiring~~
66 ~~Personnel Action Form (PAF). Promotion of an employee under this provision will be made only~~
67 ~~after documented performance and qualification data indicate that the employee is performing~~
68 ~~the higher-level duties and responsibilities successfully. Certification that the requirements of the~~
69 ~~higher-level position have been met must be documented fully on the promotion PAF.~~

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71 **4.4.2 Reclassification of Incumbent Position**

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73 **4.4.2.1** ~~A career promotion may be made when an incumbent position is reclassified to a higher~~
74 ~~grade as a result of added duties and responsibilities. Both the incumbent's supervisor and~~
75 ~~Human Resources will certify that:~~



- 77 ~~1) There are no other employees supervised by the incumbent's supervisor who are performing~~
78 ~~the same duties as those performed by the incumbent employees prior to addition of new duties~~
79 ~~and responsibilities.~~
80 ~~2) The addition of the new duties and responsibilities does not result in an adverse impact on~~
81 ~~another employee, and~~
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83 ~~3) The incumbent employee meets all qualifications for the new position.~~
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85 **4.4.3 Job Family Promotion**

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87 ~~4.4.3.1 There may be instances when it is advantageous to automatically consider employees for~~
88 ~~promotion in a job family. An administrator may request the names of employees in a particular~~
89 ~~job family at grades lower than the position being filled when experience in the job family has~~
90 ~~provided the knowledge, skills, and abilities required by the position to be filled. In this case, no~~
91 ~~job announcement will be made. Records will be maintained in Human Resources to support the~~
92 ~~automatic consideration decision and to reflect the employees who were considered and~~
93 ~~interviewed for the promotion. If fewer than 10 employees in the job family are interested in the~~
94 ~~promotion, screening will not be required.~~
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96 **4.5 Employee Reassignment**

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98 ~~4.5.1 In some instances, such as to avoid termination of an employee whose position has been~~
99 ~~eliminated or to implement a more effective organizational structure, it may be necessary to~~
100 ~~reassign an employee to a position having no known promotion potential or no higher promotion~~
101 ~~potential than the employee's current position. If an employee fails to consent to such~~
102 ~~reassignment, a notice setting forth the reasons prompting the action must be given to that~~
103 ~~employee prior to the reassignment. The notice will include any grievance/appeal rights to which~~
104 ~~the employee is entitled.~~
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106 **4.5.2 Reinstatement of Former Employees**

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108 ~~4.5.2.1 Formal procedures need not apply when a department desires to reinstate a former~~
109 ~~employee, who was selected through the formal screening/interviewing process, to a full-time~~
110 ~~contract position. To be eligible for reinstatement, a former employee must have terminated in~~
111 ~~good standing within the previous three years and may be reinstated only in a position in the~~
112 ~~same job family and with no higher promotion potential than the position formerly held.~~
113 ~~Normally, an employee will be reinstated at a salary not exceeding the grade/step (classified) or~~
114 ~~level/quartile (professional/ administrative) held at the time of termination. In the event of~~
115 ~~funding constraints, the employee will be reinstated at the entry step/quartile of the grade/level.~~
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117 **4.6 Complaints and Grievances**

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119 ~~4.6.1 The Director of Human Resources will be fully responsive to applicants' questions or~~
120 ~~complaints regarding employment decisions. Every effort will be made to resolve~~
121 ~~questions/complaints on an informal basis. If a matter cannot be resolved on an informal basis~~
122 ~~and an applicant wishes to pursue it on a formal basis, the complaint will be processed under the~~
123 ~~appropriate UVU procedure.~~

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125 ~~4.6.2 Non-selection from a properly developed list of "most qualified" applicants is not a~~
126 ~~grievable matter. A properly developed list is one that meets UVU policy and procedural~~
127 ~~requirements.~~

5.0 PROCEDURES

5.1 Responsibilities of Administrators

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133 ~~5.1.1 Anticipate personnel requirements and initiate appropriate action to establish and recruit as~~
134 ~~soon as it becomes known that a new position is required or an existing position becomes vacant.~~

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136 ~~5.1.2 Establish realistic qualification requirements in terms of the kind and quality of work to be~~
137 ~~performed.~~

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139 ~~5.1.3 Designate a chairperson and members of the screening/interview committee.~~

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141 ~~5.1.4 Interview all applicants referred by the committee, if desired, and notify the committee~~
142 ~~chairperson of the decision.~~

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144 ~~5.1.5 Select or not select any applicant referred by the screening/interview committee. A~~
145 ~~selection must be based on job related factors only, including the applicant's potential for the~~
146 ~~target level if the position has known promotion potential. Although not required to provide~~
147 ~~written documentation at the time of selection, the administrator must be prepared to provide the~~
148 ~~reason(s) for selection at a later date.~~

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150 ~~5.1.6 An administrator's decision not to select after receiving a referral of at least three applicants~~
151 ~~must be reviewed by the Coordinator of Affirmative Action and Equal Opportunity before~~
152 ~~additional applicants will be referred.~~

5.2 Responsibilities of Applicants

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156 ~~5.2.1 Carefully read job announcements/listings for information regarding position vacancies.~~

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158 ~~5.2.2 Apply to Human Resources for positions for which they are interested and qualified.~~

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160 ~~5.2.3 Provide all application materials, including proof of required degree/education, by the~~
161 ~~closing date of the specific job announcement.~~

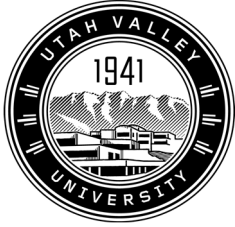


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~~5.2.4 Submit verification of employment eligibility and sign an I-9 Form at the time of employment.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

165



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POLICY TITLE	Non-Faculty Positions: Posting and Waiver of Posting	Policy Number	305
Section	Human Resources	Approval Date	June 25, 2002
Subsection	Hiring Practices	Effective Date	June 25, 2002
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

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1.0 PURPOSE

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2.1 Uniform Guidelines on Employee Selection Procedures (adopted on August 25, 1978, by the Equal Employment Opportunity Commission).

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3.0 DEFINITIONS

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4.1 General Philosophy

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4.1.1 Utah Valley University is an Affirmative Action/Equal Opportunity Employer. In addition, the University is committed to diversifying its workforce. Balancing the values of a diverse and inclusive workforce, equal employment opportunity, and affirmative action requires a carefully planned and articulated strategy for filling each vacant position that routinely takes into account each of these values. Equal employment opportunity means providing access to employment opportunities to all persons regardless of, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, disability, marital status, veteran status, or ex-offender status. Affirmative action means taking active steps to assure that women, minorities (or people of color), persons with disabilities, and veterans (including disabled veterans) are represented in applicant pools and in UVU's workforce. For women and minorities, this representation should be proportioned to their availability in the relevant labor market. For faculty positions, the "relevant labor market" is generally defined as national. For management and professional positions, the "relevant labor market" is generally defined as regional. For staff positions, the "relevant labor market" is generally defined as local.

The use of any selection procedure that has an adverse impact on hiring, promotion, or other



37 employment opportunities for members of any race, sex, or ethnic group may be considered
38 discriminatory and inconsistent with the *Uniform Guidelines on Employee Selection Procedures*
39 (adopted on August 25, 1978, by the Equal Employment Opportunity Commission).
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41 **4.1.2** The goals of Utah Valley University in filling vacancies are:
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43 1) To identify and attract well-qualified applicants while increasing the representation of
44 members of protected groups in the UVU workforce.
45

46 2) To encourage career growth of current staff members.
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48 **4.1.3** Before initiating a search, the hiring supervisor and the Director of Human Resources
49 /Equity Officer are responsible for considering issues of Equal Employment Opportunity and
50 Affirmative Action.
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52 **4.2 Advertising** 53

54 **4.2.1** To ensure compliance with state and federal laws, positions must be posted. In order to
55 ensure compliance with regulations and to present Utah Valley University in a consistent and
56 professional manner, all recruitment and advertising shall be reviewed by Human Resources
57 prior to placement.
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59 **4.3 Posting and Listing Requirements** 60

61 **4.3.1** Equal opportunity and affirmative action regulations require that UVU list positions with
62 the Department of Labor's local Workforce Services Office. In addition, UVU complies with
63 affirmative action requirements by requiring that vacancies within the college be posted not less
64 than 10 working days. In certain situations, an exception to these requirements may be warranted
65 (see section 4.4).
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67 **4.4 Waiver of Posting** 68

69 **4.4.1** The University's Affirmative Action Plan recognizes certain exceptions to the policy
70 requiring the posting and/or listing requirements of positions. No candidate may be hired for a
71 position that has not been posted or listed as required without prior approval and a waiver of
72 posting issued by Human Resources. A waiver of posting can be requested and may be
73 considered for approval if the person identified meets the minimum qualifications specified in
74 the job description, and, meets at least one of the following criteria:
75

76 1) *Faculty Non-Competitive Selection:* A person who is deemed qualified to fill a faculty
77 vacancy and who is searching for a position as a result of UVU's recruitment and hiring of their
78 spouse as a faculty member.
79



80 ~~2) *Current/Previous Search:* A vacancy for a regular position with the same title, job description,~~
81 ~~and minimum requirements was posted within the last 365 days (twelve months) and the~~
82 ~~nominated individual met the minimum qualifications and was selected for interview and was~~
83 ~~subsequently recommended to the hiring agent from the screening pool.~~

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85 ~~3) *Intern Appointment:* A person for whom the work assignments meet a formal educational~~
86 ~~program requirement or provide specific career-related experience. Intern appointments may be~~
87 ~~made for a duration of up to one year.~~

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89 ~~4) *Acting/Interim:* An appointment made in an exigency. An acting or interim appointment may~~
90 ~~not be changed to a permanent appointment without a search. Acting or interim appointments~~
91 ~~will normally be for less than one year in duration.~~

92
93 ~~5) *Institution Best Interest:* If, as determined by the President in collaboration with the Director~~
94 ~~of Human Resources/Equity Officer, it is in the University's best interest to place an employee in~~
95 ~~an available position.~~

96 ~~4.5 Waiver Request~~

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99 ~~4.5.1 The waiver request is comprised of all of the following documents:~~

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101 ~~1) A cover letter detailing the rationale for requesting a waiver of posting;~~

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103 ~~2) A completed *Job Announcement Request and Checklist* indicating a waiver of posting;~~

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105 ~~3) An *Employment Application Form*;~~

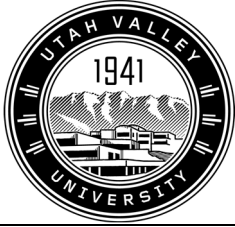
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107 ~~4) A current position description for which the waiver is requested.~~

108 ~~4.6 Review Process~~

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111 ~~4.6.1 The waiver request must be approved by Human Resources. If the review concludes that~~
112 ~~the waiver meets the waiver criteria stated above, Human Resources will notify the hiring~~
113 ~~supervisor, in writing, to move forward with the selection process. After the selection is~~
114 ~~completed and a formal employment offer has been made, a *Personnel Action Form (PAF)* must~~
115 ~~be submitted to appoint the selected applicant to the position.~~

116 **5.0 PROCEDURES**

117 **POLICY HISTORY**



UTAH VALLEY UNIVERSITY
Policies and Procedures

Date of Last Action	Action Taken	Authorizing Entity

122
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POLICY TITLE	Criteria for In-house Applicants	Policy Number	307
Section	Human Resources	Approval Date	January 15, 1998
Subsection	Hiring Practices	Effective Date	January 15, 1998
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

~~4.1 An individual who meets at least one of the following criteria may apply for available positions at the University as an in-house applicant:~~

- ~~1) Adjunct faculty status for at least two full semesters immediately prior to the position's opening date, or~~
- ~~2) Hourly employee hired through the official university screening process, or informal hiring process employed a minimum of 12 consecutive months, working at least an average of 20 hours per week, immediately prior to the position's opening date, or~~
- ~~3) Salaried employee employed a minimum of six consecutive months, working at least an average of 40 hours per week, immediately prior to the position's opening date.~~

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



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