

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

Background The purpose of this policy is to describe LCSC's hiring policy

Point of Contact: Human Resource Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: President's Office, Academic Affairs, Administrative Services, Student Affairs

Date of approval by LCSC authority: September 13, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: September 2019

Summary of Major Changes incorporated in this revision to the policy: Hyperlinks updated/added. Added hyperlink to the new hire checklist. Updated the initial policy statement to be consistent with our Statement of Nondiscrimination.

SUBJECT: RECRUITING/HIRING

Policy Statement: Recruiting and hiring for any position at Lewis-Clark State College shall be completed without regard to race, color, religion, age, sex (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

Note: All vacant positions must be approved by the President before the search process may begin.

CAUTION: Prior to making an offer to a potential employee, 1) consult with HRS and 2) obtain approval through the supervisory chain up to the applicable VP and/or President for Direct Reporting Units (DRUs)

1. **Classified Positions** (for Exempt and Faculty positions, see 3.A.)
 - A. All classified staff shall be hired in accordance with guidelines set forth in the Consolidated Statutes of the Idaho State Personnel Commission
<https://adminrules.idaho.gov/rules/current/15/150401.pdf>
 - B. If this is a new position, complete a New Position Approval Form
<http://www.lcsc.edu/media/74581/New-Position-Approval-Form.pdf> and a Position

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Description Questionnaire (PDQ) <http://www.lcsc.edu/media/115712/pdq.doc> and submit up the supervisory chain to the applicable Vice President (or President for DRUs). After approval by the Vice President and/or President, the PDQ will be submitted to the Idaho Division of Human Resources (DHR) and must be approved by DHR before a search can take place. HRS will notify the supervisor when the PDQ is approved by DHR.

C. Hiring Process (Classified Staff)

LCSC encourages professional development of its employees, facilitating internal hires when practical. Please refer to the Hiring Process website:
<http://www.lcsc.edu/hr/hiring-process/>

1. **Internal Hire:** In most instances, an internal job advertisement will be posted on the HRS web site <http://www.lcsc.edu/hr/working-at-lcsc/> and the Intranet for at least one week. HRS will send a campus email to all LCSC classified staff members to notify them of the open position. This provides an opportunity for internal candidates who wish to move to another job with the same position classification to apply (e.g., Administrative Assistant 1 to another Administrative Assistant 1). If an existing LCSC classified staff member wants to transfer to another position classification (i.e., promotion with different pay grade), OR change to another position classification (i.e., lateral move with same pay grade), that classified staff member is required to apply for placement on the state register for that particular position classification (see (2) below).
 - a) **Lateral Transfer:** When an employee applies and is selected to another position in the same pay grade, a salary increase may be approved by the responsible authority. Classified employees must retain their current salary if they are not given an increase. Any deviation from this policy must include exceptional circumstances and be approved by the appropriate Vice President (or President for DRUs).
 - b) **Promotion:** To take into account experience, compression and market factors, when a classified employee applies and is selected to a position in a higher pay grade, LCSC's goal is for the employee to be hired at 80% of the median of the new pay grade or 10% above their current hourly rate, whichever is greater. Note: Employees may not be paid at a rate greater than the maximum rate of the pay grade assigned to the classification. Supervisors must consider and compare the hourly rates of other employees in the same pay grade. Contact Human Resource Services for the current average of hourly wages for that specific pay grade before making recommendations on new hourly pay rates.

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1. External Hire: Once a classified position is posted on the DHR web site, all individuals interested in the position must qualify for the position. All candidates must apply through the DHR system. Directions for the application process can be found on <https://dhr.idaho.gov/JobSeekers/HowtoApply.html> . Once the exam process is complete and scored, the individual will be placed on the state register. Applicants are placed on the Hiring List in score order. HRS will request a Hiring List from DHR and forward it electronically to the Search Committee Chair. Idaho law requires agencies to make a hire from the top 25 scores on the hiring list.
2. A criminal background check **must** be completed on the successful classified staff candidate before a job offer is made. Please contact Human Resource Services to have the background check form emailed to the candidate.

2. Temporary / Irregular Help (IH) Positions

- A. Advertising and formal searches are not necessary for temporary appointments.
- B. Irregular Help may be hired at the department's discretion. Per state policy, an irregular help employee may not work more than 1,385 hours in any 12-month period (this equates to 8 months at 40 hours per week). Department heads who wish to employ an irregular help employee more than 19 hours per week for 5 months or more must create a new position and hire accordingly.
- C. Temporary appointments for faculty may be made for no more than one academic year.

3. Faculty, Exempt / Professional Staff Positions

- A. Recruitment and hiring for regular appointments must be done in accordance with LCSC Affirmative Action guidelines below. Please refer to the Hiring Process website: <http://www.lcsc.edu/hr/hiring-process/>

4. Affirmative Action Hiring Guidelines

- A. If this is a new position, the New Position Approval Form <http://www.lcsc.edu/media/74581/New-Position-Approval-Form.pdf> must be completed and all signatures obtained before a search begins.
- B. The hiring manager, in conjunction with the appropriate Vice President or President (for DRUs), must complete the Request to Hire form <http://www.lcsc.edu/media/74612/REQUEST-TO-HIRE.pdf> to initiate a search. The Request to Hire form must be completed and signed by the appropriate Dean, VP

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and/or President and the Affirmative Action Officer before a search begins.

- C. In certain instances, the search process may be waived. If you wish to waive the process, please submit your justification along with the Recruitment Waiver Request <http://www.lcsc.edu/media/74624/lcsc-recruitment-waiver-request.pdf> This step is required and must be approved by the Dean, Vice President and/or President for DRUs.
- D. Search Procedures: The hiring department will obtain directions from HRS and the applicable Vice President (or President for DRUs) to establish a plan for the search process and will follow the Hiring Process Checklist found at <http://www.lcsc.edu/media/6821164/search-committee-checklist.pdf>

The hiring manager shall select the search chair and appoint a search committee (with the help of the appropriate Vice President and/or President) and submit the Affirmative Action Packet <http://www.lcsc.edu/media/3594092/Affirmative-Action-Packet.pdf>, to the appropriate Dean and Vice President as well as the Affirmative Action Officer.

1. Place the approved advertisement for the position (recommend at least 2 weeks) in journals, newspapers, HigherEdJobs.com, and/or The Chronicle of Higher Education (depending on position type and recruitment budget.)
NOTE: LCSC is committed to engaging in proactive position recruitment – inclusive of targeted advertisement placements, to encourage a diverse applicant pool. This may include special advertisements targeting under-represented groups, and/or employing discipline-specific recruit strategies. All advertisements must contain the clause LCSC is an AA/EOE/VETS Employer.
 2. The search strategy should include substantial efforts to actively seek applicants from groups underrepresented in the unit workforce.
 3. All applications shall be reviewed to ensure minimum qualifications, as stated in the recruiting materials, have been met. A notation will be made on the Applicant Tracking System (ATS) that the application has been “Reviewed by HR”. Once the search chair sets up interviews, he or she must make this notation on the ATS. Collection of data during the search process is used to monitor the Affirmative Action program. This information will not be used in any decision relating to the hiring of a candidate.
- E. Searches (Internal or External) will be carried out in accordance with the Affirmative Action paperwork approved by the appropriate Vice President / President (for DRUs).

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The following describes a typical sequence of events as outlined in the Hiring Process Checklist <http://www.lcsc.edu/media/6821164/search-committee-checklist.pdf>:

1. The search committee shall review and rate the applications based on objective, job related criteria. They may choose to conduct phone-screening interviews at this time.
2. The search committee shall recommend a final applicant pool. The appropriate Dean, Vice President (or President for DRUs) must approve this pool before candidates may be invited to interview.
3. Reference checks should be made on all final candidates. Questions not permissible under Affirmative Action guidelines shall be excluded. TA representative from HRS shall provide a Guide to Conducting a Lawful Employment Interview <https://dhr.idaho.gov/PDF%20documents/Flowchart/Conducting%20a%20Lawful%20Employment%20Interview.pdf> to the search chair and/or search committee on legal and illegal interview questions, reference checking and general information to ensure all searches are in compliance with the guidelines.
4. Final candidates shall be invited for personal interviews. In some situations, interviews may be conducted by other means, such as telephone interviews, video conferencing, etc. The search committee may have input into the selection, however, the final hiring decision is that of the applicable Vice President, President or their designees.
5. A criminal background check **must** be completed on the successful candidate before a job offer can be finalized. Please contact Human Resource Services to have the background check form emailed to the candidate.
6. The search chair shall submit the Report of Hire form <http://www.lcsc.edu/media/74615/REPORT-OF-HIRE.pdf> to the Affirmative Action Officer, and must notify all candidates who were interviewed of the search outcome.
7. All search materials shall be retained by Human Resource Services for one year after the search has been completed.

5. Internal Search/Promotion

- A. Position searches may be conducted internally. Only current LCSC employees

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are eligible to apply for these positions.

- B. With the exception of advertising, the hiring process is the same as that for an external search. Advertising for an internal search will typically consist of posting on HRS' webpage <http://www.lcsc.edu/hr/working-at-lcsc/>, Intranet and on the Open Positions flyer outside the HRS Office for a minimum of one week.

6. Compensation

- A. LCSC takes into account employee experience and market forces in determining the appropriate salary range for a position. Before making an employment offer, HRS must be consulted as well as the appropriate supervisory chain up through the appropriate Vice President and/or President (for DRUs) to determine the appropriate salary for the position.

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View the statewide compensation policy at
<https://dhr.idaho.gov/Compensation/StateEmployeeCompensation.html> .

7. Recruitment Expenses

- A. The recruitment cost center can be used for some expenses incurred in the recruitment of faculty and professional staff. It is not to be used for grant funded positions or classified staff. Authorization for the use of recruitment expenses are to be approved as follows:
1. Academic Affairs recruitment expenses must be approved by the Provost/Vice President for Academic Affairs,
 2. Student Affairs recruitment expenses must be approved by the Vice President for Student Affairs,
 3. Administrative Services and Direct Reporting Unit recruitment expenses must be approved by the Vice President for Finance and Administration.

8. Moving Expenses

- A. Per Policy 4.110, <http://www.lcsc.edu/media/5960455/4110-moving-expense-reimbursements.pdf>, a new employee may be eligible for moving expenses.