



# HUMAN RESOURCES PROCESSES

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## RATIONALE FOR PROCESSES

- Per Delgado and LCTCS Policy, ALL new employees require Background Checks.
  - This includes all interim, temporary, adjunct, part-time, full time, classified, unclassified, faculty, staff, student workers, etc.
- All employees must go through I-9/ E-Verify to ensure employment eligibility within 3 days of employment.
  - This includes all interim, temporary, adjunct, part-time, full time, classified, unclassified, faculty, staff, student workers, etc.
- Whereas the responsibility for ensuring compliance with these policies and federal regulations falls upon Human Resources, and whereas the Office of Human Resources (HR) does not wish to overburden the various departments with this matter, HR is modifying the processes for Hiring, Posting Positions, and Separating Full Time Staff, Part Time Staff, Interim Staff, and Full Time Faculty.
  - At this time, the Adjunct Faculty and Student Worker process will remain the same.
- The hope is to create a more efficient and stream-lined process for personnel transactions that better serves the College's departments, applicants, and employees.

## ONBOARDING PROCEDURE

- To ensure compliance and efficiency with these guidelines, and to prevent undue burden upon the Administrative Staff within the departments:
  - HR will handle all paperwork for Full Time Staff, Part Time Staff, Interim Staff, and Full Time Faculty (*the adjunct faculty and student worker process will continue as is, unless otherwise stated in a separate policy*).
    - No applicant may begin work until a successful background check has been completed (on average 3-5 business days from the time information received in HR)<sup>1</sup>.
    - HR will notify the department that the applicant is approved to begin the new job and a start date will be established.
      - The department will recommend a *tentative* start date in the beginning, subject to HR's approval and pending a successful background check.

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<sup>1</sup> In extraordinary circumstances, a faculty member may be hired without prior background check, provided that:

- a. The offer of employment is made contingent upon the successful completion of the background check; and
- b. The exception is approved in advance by the Assistant Vice Chancellor for Human Resources and the Vice Chancellor for Academic Affairs.



- Applicants approved for hire *must come to HR* to complete a New Hire Packet ***no later than their first day*** in the job—no exceptions.
  - Two options to come<sup>2</sup>:
    - Tuesdays @ 10:00AM
    - Thursdays @ 3:00PM
  - HR must be notified in advance so as to prepare the paperwork for the applicant’s meeting.

## RECRUITING / HIRING

- All Full Time Staff and Full Time Faculty positions will be posted through PeopleAdmin for a minimum of 10 Business Days.
  - Departments may *not* post their own ads in Craigslist, Facebook, etc.
  - To post a position, complete a [“Position Control Form.”](#)
    - This is a one-stop form with options for posting and/or creating New Positions, Filling Current Vacant Positions, Replacing Positions (abolishing an old position and replacing it with another position), and Reactivating Unbudgeted Positions (a position that used to exist within the department but has not been occupied or budgeted for this year).
    - A current job description and updated organizational chart for the department, showing how the new position will fit within the department’s structure, must be included with the Position Control Form.
    - Upon receiving the Position Control Form (and all related documents) HR will initiate the posting in PeopleAdmin. The Administrative Assistant in each department will then complete the posting in PeopleAdmin and submit to Approvers. Then once all approvals are obtained, HR will post the position.
  - Departments may also request to have Adjunct Faculty Positions posted on PeopleAdmin as a means of creating a broader applicant pool for positions.
- Once an applicant is selected for a position (using the process mandated by policy for the position category), a [Personnel Action Form \(PAF\)](#) **must be completed and the Hiring Proposal must be completed in PeopleAdmin.**
  - Physical copies of any supplemental documentation will be forwarded to HR and/or the Office of Curriculum/Program Development as appropriate.
  - The Personnel Action Form will alert HR to begin the background check process, to create an offer letter, and to coordinate with the department to establish what day the new hire will come in to complete the New Hire Packet and then begin work.<sup>3</sup>

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<sup>2</sup> If there is some exceptional reason why a future employee cannot come at one of these times, special arrangements may be requested through Human Resources to set up an alternative time *prior to* his/her first day of work.



- *All Personnel Actions will continue to be processed manually on the Personnel Action Form.*

## SEPARATIONS

- Separation PAFs should be sent to HR ***in advance*** of the Employee's last day, along with a copy of his/her written resignation.
  - *All resignations are required to be in writing.*
  - In the event that an employee does not give advance notice, HR must be notified *immediately* while the department prepares the appropriate documentation to send to HR.
- After the employee's last day, a completed [Employee Exit Checklist](#) must be sent to HR ***within one week***.
- It is the expectation of the College that supervisors are accountable for properly following and enforcing separation and checkout procedures. Negligence in separating employees is unacceptable and may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on supervisor's evaluation, [disciplinary procedures](#) up to and including termination, and/or reimbursement to the College, as applicable.
- *Involuntary* Terminations must be handled through HR by consulting with the Assistant Vice Chancellor for Human Resources in advance of the termination.

## OTHER PERSONNEL TRANSACTIONS

- As a matter of practice, if a personnel transaction is to be completed within the current pay period, an accurately completed PAF (with all necessary documentation attached) must be received in Human Resources ***no later than 12:00PM (NOON) of the last Monday of the Pay Period.***
  - EX: If the Pay Period ends on Sunday, April 13, 2016, then all paperwork to be processed during that pay period must be received in HR no later than 12-NOON on Monday, April 7, 2016.
  - Why? Once HR receives the paperwork, it must get signatures from various approvers. Should there be any questions regarding the paperwork, or any errors in the paperwork, or should one of the required approvers not be on site, then a delay occurs in the processing of that paperwork. Once the approval process is completed, the paperwork must then be entered into several HR systems in order for the changes to be effected before the payroll begins to run.
- If there is an accelerated payroll due to a holiday, school closure, etc., then the deadline for receiving the paperwork may also be accelerated.

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<sup>3</sup> Please note that *nothing* in this revised hiring procedure in any way alters the credential verification process for all faculty through the Offices of Curriculum/Program Development and Vice Chancellor for Academic Affairs.



- Employees will know that it is an accelerated pay period based upon the email calling for early submission of web time entry.

## GENERAL NOTES

- **HR will only accept transactions submitted on the most recent version of the forms:** [Position Control Form, Form 2200/001](#) and [Personnel Action Form, Form 2200/002](#).
  - **Paperwork that is submitted incomplete or with the wrong information will be returned to the department requesting completion or correction.**
    - Questions regarding the forms or the process can be directed to Francine Miguel ([fmigue@dcc.edu](mailto:fmigue@dcc.edu)).
    - Questions regarding position budget information can be directed to Steve Cazaubon ([scazau@dcc.edu](mailto:scazau@dcc.edu)).
    - Questions regarding grants positions and funding can be directed to Ron Russo ([russo@dcc.edu](mailto:russo@dcc.edu)).
- If the paperwork has an error, or if approval signatures are unable to be obtained within a timely manner, HR will notify the department and advise as to what will happen next and an estimated timeframe to complete the request.
- Nothing within these processes prohibits HR from establishing additional policies and guidelines that govern more specific situations (such as the deadline and process to receive Adjunct Contracts, etc.).

*Updated 6-22-16*

*(For Use in Accordance with [HR-2122.5, Employment Process](#))*