HUMAN RESOURCES PROCESSES

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.
- Ensuring compliance with these policies and federal regulations is the responsibility of Human Resources.
- For Unclassified Positions, there is a new applicant tracking system, PageUp that has eliminated the use for certain Personnel Forms through Adobe Sign (*Position Control Form and Personnel Action Form*). PageUp offers the option for all processes to be electronically signed and approved. This will reduce the use of multiple forms to complete a singular process.

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, Interim Staff, and Full Time Faculty (*the part time staff, 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 7-14 business days from the time information received in HR)[1].
        - 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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[1] 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 complete* a New Hire Packet **no later than their first day** in the job—no exceptions (*the New Hire Packet can be completed either in person or through email*).
  - Human Resources will notify the new employee to confirm an appointment time (*for in person meetings*).

RECRUITING / HIRING

- All Full Time Unclassified Staff and Full Time Faculty positions will be posted through PageUp for a minimum of 10 Business Days.
  - Departments may *not* post their own ads in Craigslist, Facebook, etc.
  - To post an Unclassified position, initiate the Position Description Approval signature process in PageUp. Classified Positions will continue to use the Position Control Form.
    - **Unclassified Positions:** This includes either the initiation of either a new position description or editing of an existing position description. When creating a new position description, initiate the position description approval process and upload an updated organizational chart. The position description approval signature process, includes the electronic signatures of all applicable approvers.
    - If there is an existing position description and no edits are required, the department will initiate the posting process by completing the Job Requisition Approval Signature Process in PageUp.
    - **Classified Positions:** The Personnel Control Form is a one-stop form with options for posting and/or creating New Classified Positions, Filling Current Classified Vacant Positions, Replacing Classified 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.
  - Departments may also request to have Adjunct Faculty Positions posted on PageUp 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](#)) or the [Offer Approval Process](#) in PageUp must be completed.**

  - Physical copies of any supplemental documentation will be forwarded to HR and/or the Office of Curriculum/Program Development as appropriate.

o **Unclassified Positions:** The Offer Approval Process in PageUp will alert HR to initiate the Offer Letter in Adobe Sign and email the applicant the New Hire Packet for completion prior to the established start date.

o **Classified Positions:** 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.[2]

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.
    o *All resignations are required to be in writing.*
    o 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.
- For full-time employees, immediately upon receipt/notification of pending separation, supervisors must begin the Electronic Full-Time Employee Exit Checklist. For part-time employees, supervisors must send completed Electronic Part Time Employee Exit Checklist to HR *within* one week following separation.
- 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 Director of 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 or appropriate PageUp approval process (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**.
    o EX: If the Pay Period ends on Sunday, October 2, then all paperwork to be processed during that pay period must be received in HR no later than 12-NOON on Monday, September 26.
    o Why? Personnel Action Form or PageUp (Adobe Sign or electronically through PageUp) must get signatures from various approvers. Should there be any

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[2] 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.

questions or any errors, or should one of the required approvers not be on site, then a delay occurs in the processing. Once the approval process is completed, paperwork must then be entered into several HR systems for the changes to be affected 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.
  - o 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*.
  - o **Paperwork that is submitted incomplete or with the wrong information will be returned to the department requesting completion or correction**.
    - Questions regarding Unclassified Positions forms or process can be directed to Devin Flot (dtflot@dcc.edu).
    - Questions regarding Classified Positions forms or process can be directed to Eliana Oda (ehoda@dcc.edu).
    - Questions regarding position budget information can be directed to Sandra Joseph (sjosep@dcc.edu).
    - Questions regarding grants positions and funding can be directed to Sarah Vinnett (scaman@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 2/2023
(For Use in Accordance with HR-2122.5, Employment Process)