

UC Davis Personnel Policies for Staff Members

Employment

Section 21, Appointments

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Responsible Department: Human Resources

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Exhibit A, Medical Examinations

Exhibit B, License Requirements

Exhibit C, Verification of License

Exhibit D, Background Checks

21.A. SELECTION

Note 1--Hiring Authority. The department head has the authority to make a job offer and to appoint an applicant to a position, after obtaining the approvals required by UCD Procedures 20 and 21, and internal school or college procedures. This authority may be redelegated.

Note 2--Interviewing Expenses. Travel expenses may be paid for applicants who are invited to an interview. See UC Business & Finance Bulletin G-28, Section XI. Special Travel Situations. .
<http://www.ucop.edu/ucophome/policies/bfb/g28xi.pdf>

Note 3--Rehire of Retirees. See UCD Policy & Procedure Manual Section 380-30.

Note 4--Appointment Above Minimum Salary. See UC Policy and UCD Procedure 30.A and 30.D.

Note 5--Moving Expense and Relocation Allowance. See UC Business & Finance Bulletin G-13. The authority to pay moving expenses to nonrepresented employees when they are hired, transferred, or promoted has been delegated to department heads. The authority to approve exceptions has been delegated to the Associate Vice Chancellor--Human Resources. The authority to pay a relocation allowance has been delegated to the Associate Vice Chancellor--Human Resources.

Note 6--Student Employees. See UCD Procedure 3, Exhibit A.

21.B. PREFERENCE FOR REEMPLOYMENT OR TRANSFER

Note 1--Early Referral. An applicant may have preference under UC Policy 60 (Layoff), 66 (Medical Separation), or 81 (Reasonable Accommodation). The Employment Consultant/Recruiter for Human Resources shall refer individuals with preferential rehire rights and candidates eligible through Disability Management Services to the department if he or she meets the minimum requirements of the position. The department shall consider these candidates before other applicants. If the referred candidate with preference under layoff is not hired, the hiring authority shall provide Human Resources with a written justification of the disqualifying decision. This statement must include specific reasons that the candidate was determined as not meeting the job qualifications as stated in any published requirements of the position and in the position description. This statement must also specify why the individual could not be trained to perform the job within a reasonable amount of time.

Note 2--Disqualification. If the hiring authority disqualifies a layoff candidate or a candidate eligible through Disability Management Services, the Recruiter shall advise the applicant of the reason for the disqualification. In accordance with Policy 60, a layoff candidate shall have the opportunity to submit a request for reconsideration within 2 business days of being advised of the disqualification.

21.C. EMPLOYEE APPLICANTS

Note 1--Date of Transfer. The department shall release an employee for transfer or promotion as soon as practicable.

21.D. SELECTION PROCEDURES

Note 1--Medical Examinations. A job offer may be contingent upon the results of a post-offer medical examination. The examination is used to determine whether an applicant can safely perform the essential job duties, and should be conducted as the final step for conditional offers. See Exhibit A for a list of the positions subject to a pre-placement physical examination.

Note 2--Work Samples. Work samples must be approved by Employment Services (campus) or Compensation Services (UCDHS) prior to use in the selection process.

Note 3--Interviewing Guidelines. Useful information regarding the interview process is at http://www.hr.ucdavis.edu/Forms/All/Interview_guidelines. UCDHS guidelines are specified in the UCDHS Employee Selection course.

21.E. BACKGROUND CHECKS

Note 1--Reference Check. The department shall check references before appointing an applicant to a position.

Note 2--Current Employees. The department may review the personnel file of an applicant who is a current employee. For Professional and Support Staff, contact Human Resources on campus, or the Records Unit at UCDHS. For Managers and Senior Professionals, contact the Associate Vice Chancellor--Human Resources or the Records Unit at UCDHS.

Note 3--License. The law requires a license, certificate, or other credential for certain jobs. Prior to hire, promotion, reclassification, or transfer into such jobs, the department (campus) or Recruiter (UCDHS) follows the steps in Exhibit B and uses the form in Exhibit C.

Note 4--Background Checks. See Exhibit D for information on criminal history and fingerprint checks.

Note 5--Released or Terminated University Employees. A released or terminated employee may be rehired only after consultation between the hiring authority and the Employment Manager.

21.F. CITIZENSHIP AND IMMIGRATION REQUIREMENTS

Note 1. See UCD Policy & Procedure Manual Sections 380-14 and 380-06.

Note 2. For specific federal contracts subject to E-Verify regulations, the University, as a federal contractor, must verify the work status of an employee with a hire date after November 6, 1986, and who is directly performing work under a federal contract or subcontract that contains an E-Verify requirement clause. Use of the E-Verify employment verification system requirements is in addition to the requirements currently specified in the Immigration Reform and Control Act of 1986. Campus: see E-Verify procedures at <http://www.hr.ucdavis.edu/supervisor/recruitments/recruitment-resources/e-verify>

21.G. NEAR RELATIVES

Note 1. See UCD Policy & Procedure Manual Section 380-13. The campus Employment Consultant/Recruiters and UCDHS Associate Director--Human Resources hold approval authority for Professional and Support Staff. The Associate Vice Chancellor--Human Resources holds approval authority for Managers and Senior Professionals.

UCD PROCEDURE 21.1--SELECTION AND APPOINTMENT

This describes the steps that occur after the “for full consideration and apply by” date for a Professional and Support Staff or represented appointment on campus. At UCDHS, these steps occur after the “open until filled, interviews may be held after ()” See UC Policy and UCD Procedure 20 for exceptions.

- a. The Employment Consultant/Recruiter refers applicants with recall, preference, or special selection rights. The department is required to interview these candidates for first consideration before other applicants in the pool. See 21.B, Note 1 above.
- b. The Employment Consultant/Recruiter may review the pool to determine whether it is adequately diverse and, if not, consults with the department to consider other options to obtain additional diversity.
- c. Campus: If screening by Human Resources is requested by the department, the Employment Consultant/Recruiter screens the applications based on the minimum qualifications published in the requisition/job posting and refers the applicant pool to the department for further screening based on preferred qualifications. If the department opts to perform its own screening, it will screen applications that meet minimum and preferred qualifications. UCDHS: The Recruiter pre-screens all applications.
- d. The department uses job-related criteria as noted in the position description/posting to select applicants for interview. The department schedules the interviews.
- e. The hiring authority and/or selection committee interviews the applicants and selects the qualified candidate for the position.
- f. The department conducts a reference check and reviews the personnel file for employee candidates. The department (campus) or Recruiter (UCDHS) starts a background check and verifies the applicant's license, if required.
- g. On campus, some deans and vice chancellors may require prior approval before a department can make a job offer. At UCDHS, the department must obtain approval from the Recruiter to make a job offer.
- h. The department gets approval for its salary offer if required by UCD Procedure 30. Campus: For MSP recruitments, the hiring authority obtains approval from the department head and dean or vice chancellor, if required to make the hiring decision, and extends the salary offer, following review and approval by the AVC—Human Resources.
- i. The department offers the position to the selected applicant. If the results of the background check have not yet been received, the offer is made contingent on the results of the background check.

- j. Campus: The department enters the information regarding the hire into the PeopleAdmin system, enters the appointment in the payroll/results of the hiring, and notifies applicants who were interviewed but not hired. Other applicants may monitor the job status at the PeopleAdmin web site.

UCDHS: The applicant contacts the Recruiter to sign all required forms.
- k. If required, the department (campus) or Recruiter (UCDHS) schedules preplacement and other required medical examinations. See Exhibit A.
- l. For employment in positions subject to Department of Transportation (DOT) requirements, the department schedules pre employment drug testing. See UCD Policy & Procedure Manual Section 380-22.
- m. If the new employee is a designated official (see Policy 82), he or she completes the financial disclosure documents.
- n. The department schedules attendance at the next New Employee Orientation.
- o. Campus: The PeopleAdmin system hiring documentation is retained in department files. The department maintains a copy of any license verification, if required, in the employee's departmental personnel file.
- p. The department (campus) or Recruitment Unit (UCDHS) notifies the employee of his or her period of initial eligibility to enroll in group benefits.
- q.. The department (campus) or Recruitment Unit (UCDHS) maintains the recruitment documents as specified in the Records Disposition Schedules Manual. For MSP recruitments, the Office of the AVC-Human Resources (campus) or Recruitment Unit (UCDHS) maintains the hiring documents.
- r. Recruitment files/records are maintained for three years after which the department may destroy the files.

UCD PROCEDURE 21.2--PSS OR MSP CONTRACT APPOINTMENT

Contract positions are limited to situations in which there is a definite ending date, special salary requirements or unique occupational terms and conditions of employment, or in circumstances that a contract is customarily used. At UCDHS, Human Resources carries out the departmental tasks in establishing contract appointments. Campus procedures are as follows:

- a. The department identifies a need for a contract position.
- b. The department submits a position description via PeopleAdmin for classification review (see UCD Procedures 36.1 and 36.2).
- c. If approved, the department submits a requisition for a contract appointment via PeopleAdmin and completes the Contract Appointment form found on the web at <http://www.hr.ucdavis.edu/Forms>
- d. The department conducts a recruitment (see UCD Procedures 20.1 and 20.2).

OR

Under limited circumstances, the department may submit a written request for a direct hire without recruitment to the Employment Consultant/Recruiter for review and approval.

- e. The department submits a completed and signed contract to the Employment Consultant/Recruiter for review and approval. .
- f. If approved, the Employment Consultant/Recruiter signs the Contract Appointment form on behalf of the University and sends it to the department.