

Standard Operation Procedures

Nunez Community College



All full-time faculty and staff, part time, temporary, interim classified and unclassified, and student workers positions are considered employees.

A background check is required on a former employee that have not worked for a period of one year to date of returning

All employees must be processed through I-9/ E-Verify with the Homeland Security Office to ensure employment eligibility within three (3) days of employment. Federal compliance.

The responsibility for ensuing compliance with policies, state and federal regulation falls upon the Office of Human Resources. HR continues to review and update our standard operating procedures to ensure the most efficient processes.

HR is continuously modifying the processes for recruiting, hiring and separating employees.

Before posting a position, the new position must be discussed with Budget/Finance to ensure that the departmental funding and compensation verification through PayScale.

Contact HR with questions when unsure regarding position classification or how position fits within the current departmental organization.

➤ Recruiting/Hiring

All fulltime Faculty and Staff vacant positions must be posted for 7 days (unclassified) and 5 business days for classified positions or *unclassified position can be posted until filled.*

Position control process identifies the current position status for human resources to assign position number, below are the types of status.

- New Position
- Filling a current vacant position
- Replacing position
- Abolishing a position and replacing it with another position
- Reactivate a frozen position not in this year budget.

Hiring supervisor must submit current position description and an updated organizational chart showing how the position will fit within the departments structure. <https://www.nunez.edu/about-nunez/organizational-chart>

Once received, HR will review, format for posting and submit to IT Website/ HR/ Employment Opportunities and ADA compliances.

Nunez and LCTCS policy, all new employees require Background Checks.

[https://campussuite-storage.s3.amazonaws.com/prod/1558536/e366533c-f169-11e7-9166-122f978d8488/1917994/c4849810-66a3-11e9-8f84-12908ec524d4/file/6-036 Background Checks for All New Employees policy.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1558536/e366533c-f169-11e7-9166-122f978d8488/1917994/c4849810-66a3-11e9-8f84-12908ec524d4/file/6-036%20Background%20Checks%20for%20All%20New%20Employees%20policy.pdf)

All applicants will be submitted to the Hiring supervisor for review and processing of interview scheduling. (Process will be changing)

Search Committee Requirement Based on Position Level.

A search committee is required for all full-time faculty positions •A search committee is *required* for all administrative positions at Director level or above •A search committee is encouraged to be used for all other positions as a good practice.

Selection:

Once an applicant has been selected for hire, references are checked by the department supervisor.

- The department hiring supervisor send the Candidate's name and personal email to HR to initiate the background check.
- The department hiring supervisor send a notification to hr@nunez.edu to remove the job posting.

Contingent upon clearance of background check, a verbal offer is made by the hiring supervisor and information submitted to HR to process the formal Offer Confirmation letter and begin the Onboarding process.

(This current process will be converting to Page Up an electronic process by December 2021)

➤ ONBOARDING PROCEDURE

To ensure compliance and efficiency of policies and guidelines also to prevent undue burden upon the administrative staff within the departments no applicant may begin work until a successful background check has been completed.

HR will process employment paperwork for “all” new hires. This includes the employment packet with regulatory disclosures.

HR will notify the department immediately upon approval to confirm start date.

Official Acceptance of Offer Confirmation is required to complete the process.

HR will provide new employment information as a part of the orientation to ensure a successful start.

- Supervisor- departmental structure
- IT - for system/ computer access
- Library- for campus ID
- Facilities – for office keys (processed by supervisor)

➤ PERSONNEL ACTION FORM TRANSACTIONS...click link for form

https://campussuite-storage.s3.amazonaws.com/prod/1558536/e366533c-f169-11e7-9166-122f978d8488/1951143/0ef8e2fc-9cd7-11e9-9325-1279066b50f6/file/Personnel_Action_Form.pdf

As a matter of practice, all personnel action forms must be completed by the hiring manager and submitted to HR accurately and timely to be processed and updated in the current pay period. Contact HR if in question.

PAF's requires various signature approvals including the Chancellor. Errors regarding the paperwork submitted may cause a delay in the hiring process.

Note: When there is a change with payroll due to holiday, school closure, etc., the deadline for receiving changes will change as well and submission of paperwork should be changed also.

This form is required when hiring, terminating and processing a position or salary adjustment.

➤ SEPARATIONS

Supervisor's responsibility: To electronically notify (via email) Human Resources department immediately upon notification of resignation, retirement or any voluntary separation, it is imperative that the following processes are performed and signed by the Supervisor.

Submit a Personnel Action Form to HR separating the employee. Upon receipt, HR will input into Banner and a termination "notification" will be automatically generated and sent to the following departments for clearance.

- Property Management, for items that are not electronic.
- Facilities, return keys.
- Library, to return resources checked out or fines owed.
- Human Resources/Payroll, for clearance to all employee related issues such over or underpayments with benefits vendors.

Personnel Action Form (PAF)

- Items included on form for separation
- Nature of Action
- Date
- Full name
- Lola/Banner number
- Position number/Title
- Effective date of termination

State Requirement

Separations must be reported to the Louisiana Workforce/Labor Department. Nunez must file a separation notice on all former employees (Form 77).

Employers are required to complete a separation notice for a former employee within three days after the date on which the separation from service occurs, or three days after the worker's separation from employment.

If the separating employee does not give advance notice, HR must receive documentation from the department immediately.

Involuntary Termination must be handled through HR by consulting with the Director of Human Resource in advance of the termination.

It is the expectations of the College that Supervisor's accountable for properly following and enforcing

Separation procedures. Negligence in separating employees is unacceptable and may result in sanctions to possibly include added financial burden on the College.

➤ HR GENERAL Information

Questions regarding PAF forms and the process/ Employee Benefits

Pamela Charles

Nadia Mingo

Michelle Louque

hr@nunez.edu

Questions regarding PAF Budget Information can be directed to

Dana Littlepage dlittlepage@nunez.edu

Questions regarding Payroll Information can be directed to

Jon Verret jverret@nunez.edu or Jackie Cantrell jcantrell@nunez.edu

Nothing within these processes prohibits Human Resources from establishing additional policies and guidelines that govern more specific situations that may occur.

Updates 03/2021