



Classified Employment, Promotion and Transfer

Policy Type: Administrative

Responsible Office: VCU Human Resources, Vice President of Administration

Initial Policy Approved: 12/01/1993

Current Revision Approved: 04/05/2017

Policy Statement and Purpose

The purpose of this policy is to set forth the minimum requirements to begin classified employment, promotion and/or transfer at the university.

Virginia Commonwealth University practices fair and equal opportunity recruitment and hiring in accordance with applicable laws and regulations developed by the Commonwealth of Virginia and federal agencies. All reasonable means are utilized to attract qualified applicants for posted positions. Selection is based on the applicant's knowledge, skills, abilities and competencies. The university does not discriminate with regard to age, race, color, national origin, gender, genetics, sex, religion, sexual orientation, veteran's status, political affiliation or disability.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation is prohibited against any employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation.

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Who Should Know This Policy

Classified employees, and anyone who hires classified employees, are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

There are no definitions associated with this policy and procedures.

Contacts

VCU Human Resources officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to VCU Human Resources, Office of Workforce Strategy and Consulting Services.

Policy Specifics and Procedures

1. **Human Resources Role:** Human Resources will post and advertise vacancies, recruit, screen, assist with selection, consult with managers on salary determinations and authorize a salary offer to be made by the hiring department according to applicable pay practices as established by state policy and the VCU Classified Salary Administration Plan as listed in the Related Documents section of this policy.
2. **Posting of Vacancies:** Subject to the exceptions listed below, Human Resources must post, for a minimum of five working days, all classified positions that become vacant and are to be filled. Upon consultation with VCU Human Resources, positions that are permitted to be filled without posting include the following:
 - Transfers and demotions in lieu of termination or layoff
 - Department-initiated non-competitive transfers and voluntary demotions
 - Vacancies with identical role titles/duties which were posted within a reasonable period of time (contact Human Resources for current recruitment waiver periods)
 - Positions to be filled by employees returning from leave (with or without pay), or placements resulting from job-related injuries, if not in a higher role than the position held before the leave or injury
3. **Advertisement:** Human Resources is responsible for coordinating placement of all advertisements for vacant classified and hourly positions and will ensure that advertisements conform to university formatting, language and EEO guidelines. Advertisements must include the requirement for a criminal records background check as a condition of employment. Specialized recruitment efforts and additional affirmative action efforts should be coordinated through Human Resources.

4. **Interviews:** Interviews are a required step in the selection process. No person is to be hired without having been interviewed for the posted position. Generally, more than one applicant must be interviewed for every vacancy. A set of questions must be developed and the same set of questions must be asked of each applicant interviewed. When requested, employing departments must provide reasonable accommodation throughout the application and selection process to persons with disabilities. If an accommodation is requested, the employing department should contact VCU Equity and Access Services for assistance.
5. **References:** The employing department must complete reference checks on all selected candidates from the applicants' current or previous employer(s), as appropriate, or other listed reference, prior to final candidate selection. All references must be obtained within the guidelines of the Freedom of Information Act and the Privacy Protection Act (refer to the VCU Reference Check Form). All attempt(s) to obtain reference data must be documented and include the date, person contacted and any comments received. This information will be maintained by Human Resources for five years in accordance with the Commonwealth of Virginia's policy on Personnel Records Management. Department managers or, if necessary, VCU Human Resources can provide employment reference data on current university employees.

The employing department also is responsible for verifying required licensure and certification documentation prior to hiring and for maintaining current documentation after hire.

6. **Selection:** The Code of Virginia requires that veterans be given preference during the selection process provided the veteran meets all the knowledge, skills and ability requirements of the vacant position. Military service is identified on the state application form. After the initial screening, hiring managers must treat veteran status as a preferred qualification and veteran status with service-connected disability as an additional preferred qualification.

Upon completion of the posting period and after consideration of all referred applicants, the department must notify VCU Human Resources (or approved HR delegate) of the selected applicant. VCU Human Resources (or approved HR delegate) will review the selection packet and the anticipated hiring salary, and will authorize the offer to be extended by the hiring manager. **No one has authority to make an offer or to offer a specific salary to a prospective employee until approval from VCU HR (or approved HR delegate) has been obtained.**

7. **Conditions of Employment:** Human Resources is required to advise a prospective employee in writing of the following conditions of employment, as appropriate:
 - Salary (quoted to and accepted by applicant)
 - Pay periods, pay days, and participation in the direct deposit program
 - Employee benefits
 - Criminal conviction background investigations
 - Probationary period for classified employees or "at will" status and 1500-hour limitation for wage employees
 - Continuation of employment contingent upon funding (if grant or restricted funds)
 - Completion of an Employment Eligibility Verification (Form I-9) on or before the first day of hire
 - Verification of employment eligibility through the federal E-Verify program
 - Child support disclosure and Selective Service registration inquiry

Positions requiring a commercial driver's license require successful completion of pre-employment drug testing prior to the employee's first workday and random testing thereafter. Employees within the VCU Police department also are subject to pre-placement and other types of alcohol and drug testing, including random drug testing, in accordance with departmental policy.

Other conditions of employment known to a department head/hiring authority should be discussed with Human Resources for approval and possible inclusion in the confirmation letter.

8. **New Employee Orientation:** All classified employees are required to attend new employee orientation to learn about the mission, vision and values of VCU; customer service expectations; benefits; and Human Resource and university policies and procedures.

As part of the orientation process, certain classified employees on both campuses are scheduled for a pre-placement health assessment with Employee Health Services. These include employees who work with:

- Patients (in inpatient and outpatient clinics) and research participants (in a clinical setting)
- Human blood and/or body fluids to include human tissue
- Instruments/equipment contaminated by human blood/body fluids or tissue
- Children in a child care or patient setting
- Research animals.

The assessment provides an opportunity for any required immunizations or health counseling in support of internal safety programs and Occupational Safety and Health Administration (OSHA) laws including appropriate assessment of employees who may be in contact with human blood/body fluids and/or tissue.

9. **Promotions and Transfers:** Knowledge, skills, ability and competencies will be considered in evaluating current employees for promotions, competitive voluntary transfers and competitive voluntary demotions. A department may not deny an employee the opportunity to leave, if the individual qualifies, to accept a promotion, voluntary transfer or voluntary demotion either within the institution or to another state agency.

An employee is expected to give appropriate notice when moving from one department or agency to another. Normally, employees are expected to provide at least two weeks' advance written notice to their supervisor. Department heads and managers are expected to give a minimum of 30 days' written notice. In either case, a different notice period may be negotiated to continue services with minimal disruption.

Non-competitive voluntary transfers and demotions may sometimes occur as an alternative when an employee is unable to adapt to specific job requirements; however, this option is not guaranteed by university or state policy. Transfers, either laterally or downward, may occur during the application of the layoff policy.

Forms

1. VCU Reference Check Form
http://hr.vcu.edu/media/hr/docs/forms/Reference_Check_Form.pdf

Related Documents

1. VCU Policy: *Affirmation of VCU's Equal Opportunity*
<https://policy.vcu.edu/sites/default/files/Affirmation%20of%20VCU%27s%20Equal%20Opportunity-Interim.pdf>
2. VCU Policy: *Criminal Conviction Investigations*
<https://policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>
3. VCU Policy: *Wage Employment (Hourly and Student Worker)*
<https://policy.vcu.edu/sites/default/files/Wage%20Employment%20%28Hourly%20and%20Student%20Worker%29.pdf>
4. Federal Omnibus Transportation Employee Testing Act of 1991
5. State Policy 2.05, Equal Employment Opportunity
6. State Policy 2.10, Hiring

Revision History

This policy supersedes the following archived policies:

April 10, 2011	<i>Classified Employment, Promotion and Transfer</i>
April 10, 2014	<i>Classified Employment, Promotion and Transfer</i>

FAQ

There are no FAQ associated with this policy and procedures.