



Charles R. Drew University of Medicine and Science

"A Private University with a Public Mission"

APPOINTMENTS

CDU POLICY 201.16

Issuing Officer: Vice President of Finance and Chief Business Officer

Responsible Office: Department of Human Resources

Effective Date: January 1, 2019

Revised Date/Review Date (If necessary): September, 2018

Supersedes (If necessary): CDU Policy I.E. 00530, Appointments, October 29, 2010

PURPOSE:

At Charles R. Drew University, appointments are pre-established into defined employee classification groups, irrespective of academic professional classifications which may be comprised of subgroups under which academic appointments are arranged (refer to Faculty Handbook).

POLICY TEXT:

A. SELECTION

The individual who, in the judgment of the hiring authority, possesses the qualifications required to perform the duties of the position most effectively is to be appointed for the position. The hiring authority shall give due consideration to providing promotional opportunities to Charles R. Drew University employees.

B. APPOINTMENT

Appointment methods and criteria shall be position related. The President shall designate those departments and positions for which medical examinations shall be required of all persons prior to entrance to duty. The University shall bear the cost of the medical examinations.

C. BACKGROUND CHECKS

To ensure that individuals are selected who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the University's interests, the University requires job-related background information on final candidates for critical positions and employees who are re-hired. Background checks may include but will not necessarily be limited to confirmation of an individual's identity, review of an individual's criminal conviction record, if any, or verification of any license, certificate, or degree required

for appointment.

Appointment to or continued employment in a critical position is contingent upon successful completion of a background check. A background check that includes fingerprinting may be completed after appointment, and the results shall be used to assess the employee's suitability for continued University employment. Employment and educational reference checks normally are conducted for all positions.

D. CITIZENSHIP, WORK STATUS, AND IMMIGRATION REQUIREMENTS

Under Federal law, Charles R. Drew University may employ only individuals who are legally eligible to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

The University must verify the work status of an employee who is hired after November 6, 1986 and 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. Nonimmigrant aliens authorized to work in the U.S., including student employees, must have or agree to acquire minimum health insurance coverage. (See Group Insurance and Health Plan Regulations available in Student Services or the Departments of Human Resources).

E. RELATED PERSONS

Consistent with Charles R. Drew's policy on equal employment opportunity and non-discrimination in employment, the employment of related person(s) in the same department shall be permitted when concurrent employment would be in the best interest of the University, however, such employment relationships are strongly discouraged and should be avoided. For the purpose of this policy, a related person is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or siblings. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.

F. GRANTS AND CONTRACTS APPOINTMENTS

At Charles R. Drew University of Medicine and Science, Employee Classifications (*California Industrial Wage Order no. 4, para 1, 2*) are as follows:

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| Regular Employees: | Employees hired or assigned to work with full-time or part-time status in a position funded by the University. |
| Full-Time Employees: | Employees regularly scheduled to work 40 hours per week. |
| Part-Time Employees: | Employees regularly scheduled to work fewer than 40 hours per week. |
| Temporary Employees: | Employees working on grants or special projects or on a temporary basis, either full or part-time. |
| Conditional Employees: | Employees hired or assigned to work with full-time, part-time or temporary status <u>in a position funded by a grant or fiscal award that has a fixed expiration date</u> at which time the position will end and the Employee will be terminated unless a transfer to another |

position or funding source is approved.

All staff positions and positions of instruction and research which are funded from non-University sources (e.g., federal or state appropriations, research or other service contracts or grants) shall be subject to modification or termination in the event that such funding shall cease to be available to the University for such purposes.

Non-faculty Positions

Positions are normally for one year or less because of the uncertainty of funding. To recruit the most promising candidates, it is sometimes necessary to discuss the possibility of extending the assignment. Letters of Appointment in such cases should state as criteria for extension for both satisfactory performance and the availability of funds. Even though funds from federal grants and contracts may be awarded for more than one year, there is usually a disclaimer limiting assurance of funding to one year.

The initial notification to each employee of the Contracts and Grants Appointment policy is stated explicitly in the employment offer letter as follows:

The employment status of this position is classified as "Conditional." Conditional Employment means this job exists contingent upon funding limitation of restricted funds. The duration of the budget period is from (specified month, day, and year) through (specified month, day, and year). Please note that if the University does not receive a renewal of this funding or a reduction of funds occurs, your final date of employment will coincide with the non-renewal/reduction date.

Faculty Appointments

Problems arise in the definition of "availability of funds." Professors may frequently have federal funds from a variety of sources for different purposes and or may receive new funds but at a reduced level. A suggested statement, with two modifications to be used if appropriate, is as follows:

Reappointment is dependent on satisfactory performance [or, in the case of those already in service, "continued satisfactory performance"] and contingent on the level of funding I receive in support of my research project, _____ [or, in the case of larger projects, "continued support of the _____ project"].

When longer-term appointments are necessary, the college or the school must state in writing its willingness to back up the appointment with a stable source of funds in case federal money is not forthcoming, or qualify the appointment as follows:

This appointment may be terminated or modified before the end of the term of appointment if continued federal funding for my research in the area of _____ [or "for the _____ project"] is withdrawn or reduced.

In the case of foundation and some other types of sponsored research, funds are committed for the entire budget period of the activity, making it possible to make unqualified

appointments for the period of support, within the allowable term for such appointments.

Faculty may charge a portion of their academic year salaries directly to research Grants and Contracts. The salary and fringe benefits charged to a research Grant or Contract during the period (nine or twelve months per year) of a faculty member's full-time appointment do not flow to the faculty member as extra compensation, since they represent remuneration for work done during the time of the faculty member's obligation to the University. These funds may be placed in university accounts under the jurisdiction of the faculty member and expenditures there from used for any legitimate university purpose.

If no vacant budgetary line exists, a college or a department cannot make a faculty appointment on external funds without prior approval from the Dean and the Provost. Such approval will be granted only for a short period and only if it can be demonstrated that unrestricted funds will soon be available.

BACKGROUND:

The appointments policy establishes the standards and procedures for appointments of individuals who will have predefined position functions. The University asserts the importance of ensuring that the institution employs individuals who have the appropriate qualifications for the appointed position. CDU is committed to ensure that all appointments are appropriately selected, reviewed, and fairly treated.

APPLICABILITY:

All Staff and Faculty Members.

ROLES AND RESPONSIBILITIES:

New Employees: must complete and sign Section 1 of the Employment Eligibility Verification Form on or before the first day of employment, but no earlier than acceptance of the job offer.

Supervisors: are responsible for ensuring that all new employees report to the Human Resources office on or before the first day of employment to complete Section 1 of the Form I-9.

Human Resources: are responsible for complying with the record keeping requirements, including re-verification of the Form I-9, when applicable. The Form I-9 is kept in a file separate from the employee personnel file.

COMPLIANCE:

This policy is intended to provide general appointment information. The information described in this policy is not a condition of employment, and the language is not intended nor does it create a contract between the University and any employee.

Effective Date

New appointments are typically effective the 1st or 16th of the month. These timeframes are respective to the Payroll Office and general administration of taxation records.

Notification

The Department of Human Resources notifies the organization head and the employee of the new appointment determination, effective date, and or any contractual changes in employment and or compensation status within the appointment procedures.

APPROVING AUTHORITY:

The University President and Board of Trustees

DEFINITIONS:

Not applicable

PROCEDURES:

1. The hiring authority shall follow the procedures for a nondiscriminatory selection process and shall follow practices that foster nondiscrimination and promote equal opportunity. Candidates who will be interviewed must complete a University employment application form, whether online via People Admin or upon request, paper format.
2. A record of the process should be provided to the Department of Human Resources for reporting and auditing purposes; may be collected via the Application Tracking System (ATS). Those records should consist of:
 - a) The University employment application form and resume for each interviewee.
 - b) Job-related standards used to screen the applicants.
 - c) Questions used for the interviews, including those used by search committees and panels.
 - d) Rating guides used by all interviewers.
3. The hiring department may choose an interview format that best facilitates the department's selection process.
4. If a search committee or panel includes members from outside the department, consideration should be given to diversity in the composition of the committee or panel. The Department of Human Resources may serve as a consultant to the hiring authority and search committee chair. Normally, a search committee is charged to screen, interview, and recommend a group of qualified candidates for consideration by the hiring authority. Thereafter the hiring authority can make a selection from the candidates

recommended.

5. The Department of Human Resources is responsible for demonstrating good faith efforts to obtain and refer a diverse, qualified applicant pool for consideration; may be coordinated via the ATS, such as People Admin. If a diverse pool is not identified, the hiring authority and The Department of Human Resources shall determine if further recruitment would produce a more representative pool.
6. The hiring authority may begin the assessment after all information is gathered from the applications, interviews, reference checks, background checks, and other job-related sources. The hiring authority is responsible for documenting the selection decision by completing the required workflows and documentation which is coordinated through People Admin and submitting the hiring request, along with the selected candidate's resume to the Department of Human Resources
7. Additionally, the Department of Human Resources will complete the Affirmation Action Form A and retain it for three years, unless there is a pending complaint or grievance.
 - a) A letter confirming the job offer and the candidate's acceptance will be sent to the successful candidate. Other candidates interviewed but not selected should be notified after the job offer to the successful candidate has been finalized.

The Department of Human Resources is the Office of Record for the employment requisition, including the online employment application platform "People Admin"

RELATED POLICIES:

CDU Policy - 201.2 (Classification of Positions)

CDU Policy - 201.11 (Recruitment and Employment)