
 Vice Chancellor, Business and Finance Date

Employment Procedures	
Purpose	
1.1	To establish campus procedures regarding the Employment Policy for University of Nebraska Medical Center (UNMC) employees.
1.2	Federal law and administrative practices of the University of Nebraska Medical Center.
Scope	
2.1	The UNMC Employment policy is applicable to all UNMC Managerial/Professional and Office/Service positions. This policy is not applicable to Faculty, Academic Administration, and Other Academic positions.
Basis of the Policy	
3.1	Federal law and administrative practices of the University of Nebraska Medical Center.
Authorities and Administration	
4.1	Human Resources – Compensation and Staffing is responsible for all aspects of the hiring process for employees classified as “Non-Academic”, otherwise designated as “Managerial/Professional” and “Office/Service” Not included within the scope of this policy are the hiring activities for those employees designated as “Academic” and “Academic/Administrative”, whose activities are the responsibility of Academic Affairs.
4.2	At the University system level, the Vice Chancellor of Business and Finance, Assistant Vice Chancellor of Human Resources and the Associate Director of Compensation, Staffing and HRIS are responsible for the content of the employment policy.
4.3	Human Resources – Compensation and Staffing Representatives are available for consultation on any employment transaction.
Policy	
5.1	Notice of Non-Discrimination Please see UNMC’s Notice of Non-Discrimination regarding the University of Nebraska Medical Center’s commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.

5.2	<p>Appointments to Positions: Employees will be appointed to positions so that terms and conditions of employment may be established. For the purpose of determining eligibility to participate in the University-wide insured benefits program, an appointee must be appointed to a Regular position that is a 0.5 full-time equivalent (FTE) or greater. If employed in a 0.5 FTE Temporary position for more than six (6) consecutive months the temporary employee is eligible to participate in University-wide insured benefits program. Temporary employees in a 0.26 FTE or above may be appointed for a period of up to 2 years.</p> <p>Appointments to UNMC positions will be on either a Regular or a Temporary basis. Appointments on either a Regular or Temporary basis will be full-time or part-time positions. Full-time appointments require that the appointee be scheduled to work at least 2,080 hours per calendar year. Part-time appointments require the appointee to be scheduled for a specific amount of time that is less than 2,080 hours per calendar year.</p> <p>Managerial/Professional Positions (Exempt & Non-Exempt) Managerial/Professional staff will include all personnel who are employed to perform duties and responsibilities that are general in scope and who possess the educational and professional qualifications so that the positions they occupy are considered by custom in business, industry, and other institutions of higher education as executive, administrative, or professional in nature. Appointments to all Managerial Professional positions are Special Appointments.</p> <p><u>The Fair Labor Standards Act</u> (FLSA) categorizes jobs as either exempt or non-exempt from the regulations, based on “duties” and “salary” tests contained within the Act.</p> <ol style="list-style-type: none"> 1. An exempt employee is paid a monthly salary, does not complete weekly timesheets, and does not receive extra compensation for overtime hours worked. 2. A non-exempt employee is paid bi-weekly (hourly), completes weekly timesheets, and receives time and one-half overtime compensation for all hours worked over 40 in a workweek. <p>The FLSA allows employers to either pay overtime or give compensatory time off to non-exempt employees for overtime hours worked, both of which are provided at a time and one-half the hourly pay rate.</p> <p>Office/Service Positions (Non-Exempt) Office/Service staff will include all personnel who perform work that by custom in business, industry, and other institutions of higher education is managed on an hourly basis, with such work compensated according to hours worked. See <u>Work Schedules Procedures</u>.</p> <p>Temporary Employees: Temporary employees may be hired by a department to fill in for regular employees’ absences and/or to handle seasonal volumes and workloads. Temporary employees in a 0.26 FTE or above may be appointed for a period of up to 2 years.</p> <p>Casual/On Call Employees (temporary):</p>
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Campus Policy
 Employment Procedure
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	<p>Casual/On call employees may be hired to work on peak activities or as needed based on program or operational needs. Casual/On call employees may be appointed for a maximum of 0.25 FTE or less. Casual/On call employees are excluded from the 2 year time line.</p> <p>Appointments</p> <p>Appointments to all Managerial/Professional and Office/Service positions will be in writing and signed by the authorized representative. The written document will specify the position as Managerial/Professional or Office/Service, Regular or Temporary, full-time or part-time, and identify the duties and responsibilities, the appointee's compensation, fringe benefits, and if applicable, the end date of the appointment.</p>
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Procedures	
5.3	<p>Recruitment: All positions classified as “Regular” full-time and part-time must be posted, unless a waiver of posting is requested and waiver is approved (refer to Job Posting Requirement Section). Departments must complete a requisition, from an approved position description located in PeopleAdm - online system. The requisition is submitted to Human Resources - Staffing for posting approval. Departments will receive an email notification that the position has been posted. For additional exposure, external posted positions are automatically posted in Careerlink and HERC via the PeopleAdm system. Upon request of the department, recruitment may be limited to internal applicants only (UNMC employees).</p> <p>Based upon an analysis of both hiring department and campus objectives, Human Resources - Staffing may conduct a more expansive recruitment effort based on the availability of applicants for hard-to-fill positions.</p> <p>All newspapers, journals, web postings and other additional advertising is coordinated through Human Resources - Staffing. Departments will provide a draft of the advertisement, in the ‘Additional Information for Staff Postings Only’, section of the requisition. Cost for advertising is charged back to the applicable department. All advertisements will reflect that UNMC is an Affirmative Action/Equal Opportunity Employer.</p> <p>Temporary positions and Casual/on-call positions (temporary), are considered non-competitive and posting of such positions is not required. If there is a need to post a temporary position, departments will follow the same procedure as with regular positions. Before hiring a temporary employee departments need to complete a Requisition, which will initiate the required pre-employment background check.</p> <p>Job Posting Requirement: All positions, which are classified as “Regular” full-time and part-time, must be posted for a minimum of seven (7) calendar days beginning the day after the position is posted. Upon request of the department, recruitment may be limited to internal applicants only (UNMC employees).</p> <p>Waiver of posting requests must be submitted to the Associate Director, Human Resources – Compensation, Staffing and HRIS. The request of waiver is located within the requisition in the PeopleAdm online system. The waiver is reviewed by the Associate Director, Human Resources - Compensation, Staffing and HRIS. The department will be notified of the results via email.</p>

5.3.1	<p>Applicant Referral: All applicants must complete an online application for vacant posted positions at jobs.unmc.edu. Resumes are not accepted as application for any posted staff position, but may be presented at the interview.</p> <p>Assistance with the online application process, including available computers, is provided at the Human Resources - Staffing Office located in the Administration building at 40th & Dewey.</p> <p>All applicants must meet the minimum qualifications, as defined in the job posting to qualify for review by the hiring manager. Applicants can check the status of their application at jobs.unmc.edu under Application/Profile Status.</p> <p>All applications are the property of the University of Nebraska Medical Center Human Resources.</p>
5.3.2	<p>Nepotism: Please see Policy No: 1101 Nepotism for details regarding nepotism.</p>
5.3.3	<p>Employee Transfer: Employees are encouraged to seek positions for which they are qualified. Transfers must meet the following conditions:</p> <p>New hires must have completed one year of employment in their present positions at an acceptable level of performance (not on a corrective action plan). A new hire is defined as any employee who is starting employment with UNMC for the first time or returning to UNMC after a formal separation of employment. In addition, subsequent and concurrent transfers must have completed one year in the current position at an acceptable level of performance (not on a corrective action plan).</p> <p>Employees who have received a formal disciplinary action within the past 12 months are not eligible for transfer.</p>
5.3.4	<p>Rehire Eligibility In accordance with UNMC Policy No. 1098 Corrective and Disciplinary Action Policy, persons dismissed for cause from UNMC or from any University of Nebraska campus are not eligible for rehire without prior approval of Human Resources. Persons leaving UNMC while under corrective action or those whose performance is documented as below satisfactory may not be eligible for rehire. Persons dismissed for gross misconduct from UNMC or from any University of Nebraska campus are not eligible for re-hire at UNMC. Questions relative to an applicant's eligibility for rehire should be directed to Human Resources. For additional information, contact Human Resources – Staffing. Staffing Representatives contact information is located at NU Values – Staffing.</p> <p>UNMC reserves the right to verify rehire eligibility status of an applicant that has previously been employed by The University of Nebraska Medical Center or from any University of Nebraska campus, upon application of employment with UNMC, or at any other time during the employment process.</p>

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5.4	<p>Hiring and Selection Process Human Resources - Staffing will refer applicants who meet minimum requirements for the position. The department will review applicants under the status of "Under Review by Hiring Manager". The pool of applicants is narrowed down by the hiring manager and selected applicants are interviewed by telephone and/or in person.</p>
5.4.1	<p>Preferential Consideration Following a layoff due to a Reduction-in-Force and/or Grant Expiration, affected employees will receive preferential consideration during the application process. "Preferential consideration" will mean that laid-off employees will be referred to the department and interviewed, by telephone or in person, for positions to which they apply and for which they are qualified. Please see UNMC Policy #1028 "Staff Reduction-In-Force" for additional details.</p>
5.4.2	<p>Nebraska Veterans, Disabled Veterans or Spouse of a Veteran with a 100% permanent disability Preference – Nebraska Revised Statute 48-227: A preference shall be given to eligible veterans, disabled veterans or spouse of a veteran with a 100% permanent disability who apply to and meet the minimum qualifications for a posted position.</p> <p>The University of Nebraska does not select or qualify applicants for employment on the basis of an examination. Therefore, in order to apply the preference accorded to veterans in the University's selection evaluation process, the University will recognize the preference upon determining applicants who qualify for employment and who are "preference eligible" as defined in Nebraska Revised Statute 48-227.</p> <p>Applicants who are not selected to continue through the interview process are changed to a "not hired" status, by the hiring manager, with applicable reason for decline. Veterans not selected are required to be notified within 30 days of the position being filled.</p>

5.4.3	<p>Nebraska Workplace Privacy Act UNMC will not:</p> <ol style="list-style-type: none"> 1. Require or request that an employee or applicant: <ol style="list-style-type: none"> a. Provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's social; networking site profile or account by way of an electronic communication device. b. Log onto a social networking site by way of an electronic communication device in the presence of the employer so as to provide the employer access to the employee's or applicant's social networking site profile or account; c. Add anyone, including the employer, to the list of contacts associated with the employee's or applicant' social networking site account or require, request, or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's social networking site account which affects the ability of others to view the content of such account; d. Waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment. Any agreement to waive any right or protection under the act is against the public policy of this state and is void and unenforceable. 2. Access an employee's or applicant's social networking site profile or account indirectly through any other person who is a social networking contact of the employee or applicant. 3. Retaliate or discriminate against an employee or applicant because the employee or applicant refuses to provide or disclose any user name or password or in any other way provide access to the employee's or applicant's social networking site profile or account through an electronic communication device.
5.5	<p>Hiring Steps When an applicant has been interviewed and identified as a finalist for the position the following should occur:</p>
5.5.1	<p>Reference Checks The department must complete professional reference checks on a prospective hire (internal candidate or external candidate) before an offer is made. Reference Checks must be retained for 4 years. For additional information, review Schedule 170-1 University of Nebraska BOR Employment Records Retention. Reference Checks templates are available at NU Values - Interview Guide and Reference Check Material.</p>
5.5.2	<p>(Appointment) Offer Letters Before a selected applicant can begin a new appointment they must sign and return an official letter of appointment (offer) to the hiring department. Letter templates are available for departments online in NU Values – Sample Letters.</p>

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5.5.3	<p>Salary Offers Departments may want to contact Human Resources - Compensation for assistance in determining appropriate salary for new hires or transferring employees. Compensation Representatives contact information is available at NU Values – Compensation.</p>
5.5.4	<p>Background Checks In accordance with UNMC Policy No. 1010 Background Check Policy, all hired/rehired applicants (regular and temporaries) are required to successfully complete a pre-employment background check prior to starting work.</p> <p>A background check may be initiated at time of verbal offer prior to receipt of signed offer letter. If a current UNMC regular employee transfers to a new position, a background check is required. Please review Policy No. 1010 Background Check Policy for additional information.</p> <p>A background check is initiated by the hiring department changing the PeopleAdm in workflow state status to “Interviewed – SEL HIRE/Begin Background Check.”</p>
5.5.5	<p>Pre-Employment Physical Examinations For certain identified positions, employment may be contingent upon the successful completion of a physical examination. The physical examination is administered to ascertain the physical ability to perform the essential functions of certain positions.</p> <p>The prospective hire cannot begin work until the results of the physical are received and it has been determined that the applicant can perform the essential functions of the position. Results are communicated to the hiring department by Human Resource - Staffing. Additional information is available at NU Values - Pre-Employment Physical Examinations.</p> <p>If a new hire requests an accommodation under the Americans with Disabilities Act (ADA), contact Human Resources - Employee Relations at 402.559.7394 or 402.559.8534 or 402.559.4371.</p>
5.5.6	<p>Applicant Notification It is recommended that applicants who are interviewed and not selected for hire be notified in writing by the hiring department. Letter templates are available at NU Values - Sample Letters.</p>
5.5.7	<p>Final Applicant Status and Documentation The hiring department will complete all final status changes on remaining applicants on the requisition in the PeopleAdm system and notify the applicable Staffing Representative that the requisition is now ready to be closed.</p> <p>All recruitment documentation (interview documents and selection criteria) must be retained as indicated in Schedule 170-1 University of Nebraska BOR Employment Records Retention:</p> <ul style="list-style-type: none"> • Employment Application Information – Not Hired: 4 years • Employment Application Information – Hired: Date of university separation + 7 years

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	<ul style="list-style-type: none"> • Reference Checks & Letters: 4 years • Interviews Documentation: 4 years: <ul style="list-style-type: none"> • Interview questions & notes • Screening criteria, etc.
5.6	<p>Employment Authorization (Form I-9)</p> <p>In accordance with the Immigration Reform and Control Act of 1986 along with the Immigration Act of 1990, the University of Nebraska Medical Center, is required to hire only persons who may legally work in the United States of America: citizens and nationals of the United States and aliens authorized to work.</p> <p>To comply with the law, UNMC must verify the identity and employment eligibility of anyone hired (after November 6, 1986) and complete and retain a Form I-9.</p> <p><u>Completion</u> of the Form I-9 occurs within UNMC hiring unit and must be completed no later than the end of the third day of employment. As in all new-hire paperwork this submission occurs at the earliest possible time, coinciding with the entry of the Form I-9 completion date field in SAP.</p> <p>For additional information, you may review NU Values - I-9 Management System.</p>

5.7	<p>Age Requirements in Employment</p> <p>It is the policy of the University of Nebraska Medical Center to comply with provisions that are designed to protect young workers by limiting the types of jobs and the number of hours they work as outlined in “Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act”, Child Labor Bulletin 101, U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, WH-1330, revised March 2001.</p> <p>The University of Nebraska Medical Center requires that applicants be at least 16 years of age. This applies to any person to be employed by the University, in any capacity, in any type of position and involves all earning-type categories, including regular, temporary and on call. For some occupations deemed to be hazardous, federal law requires that applicants be 18 years of age.</p> <p>Restrictions on Types of Work Activities</p> <p>There are two sets of regulations applicable when hiring individuals that are 16 or 17 years of age:</p> <p>First are the federal regulations that restrict what 16 and 17 year olds can do on the job. The regulations specifically prohibit certain types of hazardous activities for 16 and 17 year olds. The following are specific to UNMC:</p> <ul style="list-style-type: none"> • Driving a motor vehicle and being an outside helper • Exposure to radioactive substances and to ionizing radiations • Power-driven hoisting apparatus • Power-driven paper-products machines • Power-driven circular saws, band saws, and guillotine shears <p>The Department of Labor web site further explains these restrictions.</p> <p>Secondly, federal law prohibits on-the-job driving by employees less than 18 years of age with one exception. Under certain restrictions, employees who are 17 years of age may do <u>occasional or incidental driving</u>. In this context, the term “driving” means using either a personal vehicle or a University vehicle for job related reasons. We strongly advise utilizing only persons 18 years of age or older. For more information please review DOL – Fact Sheet #34.</p>
5.7.1	<p>Recordkeeping Requirements For Employees Under 18 Years Of Age</p> <p>In addition to the types of activities in which under age 18 employees can participate, there are also record keeping requirements. By regulation, employers must maintain certain information for employees who are under the age of 18 years old, including, the employee’s date of birth, daily quitting times, daily and weekly hours of work, and the occupational activities in which they are involved. While the date of birth is maintained in the employee’s SAP personnel record, each manager should ensure that the time sheets for “under 18” employees are completed in their entirety including daily starting and quitting times. Each hiring unit should also maintain, at the department location, a list of activities in which the “under 18” employee is participating.</p>
5.7.2	<p>Additional Information</p> <p>For additional information, please refer to the U.S. Department of Labor</p>

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5.7.3	Implementation & Administration of Procedure:	<p>Human Resources – Compensation & Staffing is responsible for coordinating the proper education and communication related to this procedure to managers and administrators.</p> <p>Before hiring any individual who is 18 years or under, managers and administrators are required to outline the tasks of the position and verify that they are not included in the hazardous occupations category as outlined in this procedure and to comply with record keeping requirements.</p> <p>Positions in which individuals have been hired who are under 18 years of age will be audited for compliance to this procedure.</p>
5.7.4	Compliance Responsibility	<p>When hiring any person under the age of 18, the hiring unit must identify the essential activities in which the under 18 employee will be performing and document same for the department record. In addition, the hiring unit will assure that the time sheets for said employee is completed in its entirety, to include starting and quitting times.</p> <p>Each hiring unit administrator has the responsibility for monitoring their unit's compliance with this procedure as part of the hiring process.</p>
5.8	Exceptions To The Employment Policy Procedure	<p>Under normal operating circumstances there will be no exceptions to this procedure. Should the situation warrant, an exception request to this procedure must be submitted in writing to the Associate Director, Human Resources – Compensation, Staffing & HRIS; who will then review the request, gather additional information as appropriate to the circumstances, and thereafter in a reasonable time period, prepare and submit a recommendation to the Assistant Vice Chancellor, Executive Director of Human Resources; who shall have final authority to approve or disapprove the exception.</p>
Notice of Non-Discrimination		
6.1		<p>Please see UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>Departments may contact their designated Staffing Representatives for clarification and/or additional information. Contact information for Staffing Representatives is available at NU Values – Staffing.</p> <p>Interview guides, appointment letters, background check information, skill testing information, etc. are available at NU Values – Staffing.</p> <p>For questions or additional information, you may contact Human Resources – Compensation, Staffing & HRIS at 402.559.2710.</p>		



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Employment Procedure
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