Policy

UNIVERSITY POLICY HR-20.03-02/25

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Recruitment, Selection, and Appointment

RESPONSIBLE OFFICE: Human Resources

I. Purpose:

All recruitment and hiring activities shall be planned and conducted in accordance with State and Federal laws, applicable regulations and policies, and the University of West Florida's (the "University") commitment to diversity and equal opportunity. This Policy applies to all employment classifications except where noted otherwise. This Policy does not apply to a Presidential search and selection; refer to Florida Board of Governors Regulation 1.002, Presidential Search and Selection.

II. Definitions:

Vice President of Human Resources – as used in this Policy, the position refers to the person who is the head of Human Resources regardless of title, including an Associate Vice President, Assistant Vice President, Interim, and Acting.

III. Policy:

A. Hiring Principles

The University is committed to providing equal opportunity to its applicants and employees without discrimination based upon any class protected under federal, state, or local law.

B. Vacant Positions

A position vacancy exists when an incumbent vacates an established position or when a new position is created.

A job description must be on file in the Human Resources Department for each University Work Force position. Job descriptions should be updated when there is a material change in the responsibilities of the position and before advertising to fill a vacant position. It is recommended that job descriptions be reviewed on an annual basis in conjunction with the annual performance evaluation.

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C. Appointment Types for Faculty

1. Adjunct – A faculty OPS (Other Personal Services) appointment. Adjunct appointments are for temporary or part-time employment when the term of employment is only for the period specified in the offer.

2. Regular – An appointment to a line position. A regular position is one that is funded by an established university funding source for the purpose of payment of wages to an employee.

3. Acting or Interim – A time limited appointment to a position primarily assigned to administrative duties.

4. Provisional – An appointment of an individual who does not possess all of the position qualifications but who is expected to acquire such qualifications in a designated period of time.

5. Visiting – An appointment of an individual who possesses the required professional qualifications when either the person or the position is not expected to be available for more than a limited period of time.

6. Research – A Faculty appointment for an individual who is engaged primarily in research.

7. Courtesy – An unpaid appointment that may include special academic privileges such as voting in departmental matters. Individuals appointed with this status may or may not be otherwise affiliated with the University.

8. Emeritus – An honorary title that may be conferred at retirement in recognition of distinguished service.

9. Multi-Year – An appointment which extends beyond one academic or fiscal year.

D. Appointment Types for University Work Force

1. Line Position – A line position is one that is funded by an established university funding source for the purpose of payment of wages to an employee. Line positions shall accrue annual and sick leave and be eligible for membership in one of the Florida Retirement System plans. An appointment to a line position is either orientation period or regular.

   a. Orientation Period – The orientation period is a probationary period at the University for a newly-hired University Work Force employee. The orientation period is 12 months in length from the date of hire. See University Policy HR-17, Evaluation, for additional information.

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b. Regular – An appointment to a line position becomes "regular" after successful completion of the orientation period.

2. Time-limited position – An appointment to a position funded by soft money (e.g., contract and grant funds or auxiliary funds) or local funds, or a position for a project or for a specified period. Such designation must be made by the hiring authority prior to a recruitment. A time-limited position shall have the same rights as a position with a regular appointment, except that such a position is not entitled to advance notice of separation at any point within the appointment term or at the expiration of the appointment term. Time-limited positions are not entitled to rights related to layoff or recall. Time-limited positions will have a position number with a "T" designation. Time-limited positions are benefits-eligible positions.

3. Provisional – An appointment of an individual who does not yet possess all of the qualifications of a position but who is expected to acquire such qualifications within a specified period of time designated by the Vice President of Human Resources.

4. Interim – A temporary working title for a position. This title is typically assigned to positions primarily assigned administrative duties.

5. Other Personal Services (OPS) Positions

   a. OPS Positions

      Appointments of employees on a temporary basis. If requirements are met, then these positions may be eligible for various benefit plans, including health insurance, but are not provided the full benefits that are provided with a line position. OPS positions are automatically enrolled in the University's FICA Alternative retirement plan.

   b. Purpose

      An OPS position is used to temporarily replace an employee who is on leave or who is temporarily reassigned, to overlap one employee with another for training purposes, or to address a workforce need that is project-oriented in nature. OPS positions may also be used for part-time appointments.

   c. Funding

      OPS positions are not funded in the same manner as regular positions. Departments may be responsible for funding the employer portion of various benefits afforded to OPS positions.

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d. Duration

Generally, OPS positions should be utilized for short term, part-time, or limited funding situations. OPS positions should be re-evaluated at least annually by the department head. If the department head determines the workforce need is still present, then the position should be evaluated for a line-item or time-limited position.

e. Classification

Generally, OPS positions are positions are classified as non-exempt positions under the Fair Labor Standards Act (FLSA). Normally, these positions are paid on an hourly basis. Non-exempt employees are entitled to overtime pay for physically working in excess of 40 hours per week. Requests to classify OPS positions as exempt from FLSA requirements shall be made to the Vice President of Human Resources and will be considered on a case-by-case basis. There are various restrictions on the number of hours that student employees may work and retain the classification of student employee.

E. Advertising Position Vacancies

The following provisions apply to advertising university line position vacancies, unless there is an exemption from or exception to the advertising requirement.

1. University's Online Recruitment Site

University line position and OPS vacancies must be advertised for a minimum of seven business days on the University's on-line recruitment website unless an exemption via waiver of recruitment applies (see below) or an exception has been granted. This site is the official means of advertising position vacancies at the University and is updated daily. It is preferred, but not required, that student employee positions be posted on the University's recruitment website.

2. External Publication

All University Work Force position vacancies that require a bachelor's degree or higher as the minimum qualification and all Faculty position vacancies (except Visiting Positions, Adjuncts, Instructors, Lecturers, and Post-Doctoral Associates) must be advertised in at least one external publication that is targeted to recruitment of sex or racial/ethnic minority candidates.

3. Human Resources Approval

All position advertisements must be approved by the Human Resources Department prior to publication.

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4. Advertisement Requirements

   Specific requirements for advertisements can be found on the Human Resources website.

5. Sunshine Searches and Advisory Group Requirements

   Specific requirements for sunshine searches and advisory group recruitments can be found on the Human Resources website.

6. Exemptions from the Recruitment Process and Waivers of Recruitment

   a. Exemptions from the Recruitment Process

      Recruitment is not required for the actions listed below. However, for any action listed below, a personnel action form must be completed and submitted to Human Resources. All divisional requirements must be met prior to submitting the personnel action form to Human Resources.

      i. Addition or removal of administrative assignments.

      ii. Re-classification of an occupied position that results in an employee remaining in the same position number.

      iii. Reappointment to a position funded from contracts or grants that becomes available because of the re-establishment of a contract or grant.

      iv. Positions funded from contracts or grants, including positions funded from newly established or newly expanded contracts or grants, where the proposed incumbents are specifically identified by name in the contract or grant and are critical to the success of the grant.

      v. OPS Student Positions. Although OPS student positions are exempt from recruitment, it is preferred that OPS student positions be posted on the University recruitment website when possible.

      vi. Funding changes.

   b. Waivers of Recruitment

      Hiring officials may request that the Recruitment Process be waived. If a Waiver of Recruitment is granted, the position does not have to be advertised and a search committee is not required, even if the position is at or above the director level. Requests for a Waiver of Recruitment must be submitted to the Human Resources Department after approval by the appropriate Vice President. In reviewing such requests, Human Resources shall consider internal pay equity, time constraints,

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emergency situations, discipline or field under-representation, the University's affirmative action plan, prior recruitment efforts, documented recruitment challenges, University operational needs, and the best interests of the University. Waivers of Recruitment may be requested under the following circumstances:

i. Voluntary or involuntary change in assignment, demotion, or layoff recall.

ii. Emergency appointments.

iii. Temporary/interim appointments.

iv. Moving an employee from one line position to another line position with a different position number.

v. Internal reassignments or other circumstances when a hiring official has identified a candidate presently employed by the University who meets the qualifications for the position, and the hiring official believes that there is no need to expend University resources on recruitment.

vi. Other exceptional circumstances as determined by departmental leadership and approved by the Vice President of Human Resources.

7. Application Process

a. Applicants for vacant positions must submit an application using the University's online applicant tracking software by the advertised job closing date or, if a preferred response date is utilized, before the advertisement is removed. Reasonable accommodation in the application process will be provided to applicants who request accommodation based on disability. The University only accepts employment applications via the University's applicant tracking software and only accepts applications for specific positions when a position opening exists.

b. Applicants may be required to submit supporting documentation with the employment application as stated in the position advertisement such as a cover letter, letter of interest, resume, curriculum vitae, or list of references. Additional requirements may be appropriate for certain positions.

c. Positions eligible for Veterans' Preference will be noted as such on the online position posting. According to Florida Statute, a veterans' preference for specified positions shall be granted provided the applicant submits documentation of military service at the time of application.

d. The University is subject to Office of Federal Contract Compliance Programs (OFCCP) regulations that require the University to invite applicants to voluntarily self-identify their sex, race, and ethnicity and to invite applicants to self-identify as protected veterans and as individuals with disabilities at both the pre-offer and post-

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offer phases of the application process. This information is collected in accordance with Executive Order 11246, as amended.

e. Human Resources will maintain records of employee selection and appointment for four years from the date of hire.

8. Applicant Pool Certification

a. At the position closing date or preferred response date (as applicable), the Human Resources Department will review the pool of applicants who have met the minimum education requirements for the position for sex and racial/ethnic diversity. This is accomplished by utilizing U.S. Census Bureau demographic information for the job group and relevant geographic recruitment area for the vacant position. If the applicant pool contains a significantly less than expected percent of applicants who are sex and/or racial/ethnic minority applicants, the hiring official may be required to extend the position advertising time, re-advertise the position, or advertise the position in additional media sources that are targeted to recruitment of sex and racial/ethnic minority candidates.

b. Certified applicant pools may be reused by the hiring manager for non-sponsored positions as long as three conditions are met: (1) the two positions have similar pay rates, (2) the two positions have similar minimum qualifications, and (3) the position that resulted in the first applicant pool is within six months of the second use of the applicant pool.

9. Selection

a. The applicant selected for a position vacancy (the finalist) should be the applicant who best meets the position requirements, selection criteria, and needs of the department. Hiring officials may not make official employment offers until completing reference checks and appropriate criminal background screening on the finalist.

b. Employment eligibility shall be determined through verification of work history, official transcripts from an accredited college or university, reference checks, and criminal background screens.

c. Requests for waiver of minimum qualification requirements for non-Faculty positions may be requested in accordance with the Human Resources Department's Minimum Qualification Waiver Procedure.

d. After successful completion of reference checks, the hiring official shall require the selected applicant to submit to a criminal background check and may make an offer of employment to the finalist contingent upon successful completion and clearance of the criminal background screen as described below in subsection 10(c) and

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authorization to work in the United States. This is not the official employment offer.

e. Offer letters for Faculty and University Work Force positions must be approved by the appropriate divisional Vice President utilizing the Human Resources approved offer letter guidelines prior to being sent to the finalist. OPS employees' offer letters follow their department or division guidelines.

10. Appointment

a. Prior to notifying the applicant of the official start date of employment, the hiring official must receive notification from Human Resources that the finalist has successfully completed the pre-employment process.

b. Once Human Resources has given final approval, the hiring official shall schedule a start date for the new employees in association with a non-holiday Monday aligning with the start of the University's pay period.

c. Background Screening

In addition to employment and education verification and reference checks, the University conducts Level I criminal background history screening on all final candidates for adjunct, executive service, faculty, graduate teaching assistants, OPS, and University Work Force positions prior to an offer of employment. Current University employees may be subject to background screening when being considered for a new position or role. University departments may have different (more restrictive) requirements based on sensitivity of information handled for certain positions. A candidate's refusal to submit to background screening or fingerprinting shall disqualify the candidate from employment or from the new position or role.
Additional screenings may be conducted depending on State and Federal law and position responsibilities and may include the following checks:

i. Driving History – Verification of a valid and appropriate driver's license where driving is a position requirement or the employee will have access to University-owned vehicles.

ii. Credit Check – A record search may be conducted for positions with significant financial responsibility and accountability.

iii. Criminal Background – Level II background checks, including fingerprinting, will be conducted prior to employment for individuals based on the responsibilities of the position and for positions for which work responsibilities include contact with vulnerable populations and minors. This also applies to volunteers who volunteer ten hours or more per month in these types of roles. Background checks for law enforcement employees are

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conducted in accordance with Florida Statute 943 and Florida Department of Law Enforcement (FDLE) guidelines.

d. Direct Deposit – All employees are strongly encouraged to authorize direct deposit of their paychecks through electronic funds transfer.

e. E-Verify – All employees will be processed through E-Verify.

Approved by: Signed by: Martha Saunders D54A387C376848D... **Date:** 02/24/2025

Dr. Martha D. Saunders

Authority: Executive Order 11246, as amended by Executive Order 11478
Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), as amended
Section 503 of the Rehabilitation Act of 1973, as amended
Relevant Collective Bargaining Agreements

Cross Ref.: HR-17, Evaluation
Florida Board of Governors Regulation 1.002, Presidential Search and Selection

History: Adopted July 2004; revised October 2015 and February 2025

Last Review: February 2025