Revisions to Policies and Procedures Manual – (Section 3)

Employment Practices: Introduction

Awareness of equal employment opportunity policies

All Western Michigan University employees who are directly or indirectly involved in administering employment practices must be familiar with the University’s equal employment opportunity policies contained in Equal Employment Opportunity, Polices and Procedures Manual Section 2.

All hiring units are asked to give full consideration for the content of posted “minimum requirements” to give maximum inclusion opportunities for qualified candidates.

Employment status

Employees of the University are hired for a regular continuing, regular terminal, or temporary appointment, with a full-time or part-time status, and Fair Labor Standards Act status (exempt or non-exempt), all of which are determined by the needs of the position.

1. Definitions of these employment status terms are located in the Employment, Employee Handbook Section 3.
2. Employment status is determined prior to employment.
3. Regular terminal positions have a pay rate commensurate with established pay rates for the position's classification (job title and pay grade). Such positions follow all normal hiring procedures. All positions funded by monies which are not controlled by the University (e.g., grant projects, external foundations, etc.) will be defined as terminal positions. Exceptions must be approved by the appropriate vice president.
4. All regular (continuing or terminal, full- or part-time) positions must be hired under the provisions of the Employment Practices: Job Opportunity Program, Polices and Procedures Manual Section 3.

Initiating the hiring process—faculty

All faculty hiring is administered by the Office of the Provost and Vice President for Academic Affairs. Questions regarding faculty hiring should be directed to that office.

Initiating the hiring process—staff

The hiring department must obtain a position authorization form for the position to be filled. This form is obtained from University Budgets and Financial Planning. When all of the authorizing signatures have been obtained a Human Resource representative will
contact the hiring agent to discuss the recruitment and selection processes. This form is
required for all vacancies including those filled by intradepartmental transfer.

1. It is University policy to post all job vacancies within the University prior to an
external search.

2. All appointees to full-time executive official or senior administrative officers and
staff compensation system positions at grade 20 and above require WMU Board of
Trustees approval. This provision does not apply to part-time, adjunct or visiting
appointments, which do not require board approval.

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Application and Search Process

**Internal application process**

1. **Current internal** Job opportunities at Western Michigan University are posted on the Human Resources website at [Careers and Job Postings](#) and the bulletin board located just outside the Human Resources office, 1300 Seibert Administration Building. Job opportunity transfer applications are available and must be submitted online as part of the online application system at [Careers and Job Postings](#).

   New University employees may apply for promotion or transfer under the job opportunity program only after they have successfully completed their initial six-month probation period.

2. If an internal applicant is selected for the position, the exact date of transfer should be mutually arranged between the employee's current and future supervisors. Exempt employees are expected to provide four weeks notice, and non-exempt employees are expected to provide two weeks notice, unless an earlier move is agreeable to all concerned.

**External search process**

1. If there are no qualified internal applicants, Human Resources will work with the hiring department to advertise the vacancy. A copy of a suggested advertisement must be submitted to Human Resources for approval and/or adjustments prior to publication, to ensure that equal employment opportunity guidelines are met.

   Current external job opportunities are posted on the Human Resources website at [Careers and Job Postings](#) and the bulletin board located just outside the Human Resources office, 1300 Seibert Administration Building. External employment applications are also available and must be submitted online as part of the online application system at [Careers and Job Postings](#).

   1) All costs for advertising will be charged back to the hiring department.

**Simultaneous internal and external searches**

1. Occasionally, it is necessary for departments to conduct internal and external searches simultaneously.

2. Hiring departments must request internal simultaneous searches in writing and obtain approval from both their Human Resource representative and the associate vice president for institutional equity/designee.
3. Grant-funded positions will be handled as simultaneous internal/external searches. This allows grant administrators to review credentials of both internal and external candidates at the same time.

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5) New Employees
Employment eligibility verification (Form I-9)

1. The Immigration Reform and Control Act of 1986 requires employers to verify that all new employees, including student employees, are legally eligible to work in the United States. A properly completed Form I-9 is used to provide this verification.
2. The Immigration Reform and Control Act also prohibits discrimination against any individual (other than an unauthorized alien) in recruiting, hiring or discharging because of national origin or citizenship status.

Procedure

1. The Form I-9 process is triggered by appointment form entry. Appointments must be received by Human Resources prior to the employment begin date for all employees.
2. Employees must complete the employee verification and information section of the Form I-9 on or before the first day of employment.
3. Employees must bring their original, unexpired documents to Human Resources for verification within three business days of their first date of employment.
4. Detailed Form I-9 instructions are located on the Human Resources website.

W-4 Forms

All new Western Michigan University employees must complete a W-4 form (withholding exemption certificate), in compliance with the U.S. Department of Treasury. This form also provides payroll with necessary tax and withholding information. For additional information about completing a W-4 form, see payroll deductions in Direct Compensation: Hours Worked and Pay, Policies and Procedures Manual Section 5.

New employee orientation

See new employee orientation in the employee handbook.

Procedure

1. Human Resources sends an email to the new employee inviting them to participate in a new employee orientation session. The employee’s supervisor is copied on this email. Supervisors must arrange for the new employee to attend this orientation session.
2. For benefits eligible employees, Human Resources sends an email to the new employee with instructions for accessing and listening to the online benefits enrollment presentation via Benefits Enrollment.
3. If an employee chooses, he or she may view the online benefits enrollment presentation prior to their new employee orientation session and bring the completed benefits enrollment paperwork to the session where the forms will be
reviewed by HR staff and any questions the new employee may have will be addressed.

4. If not already completed, the supervisor should provide the employee with the time necessary to review the online benefits enrollment presentation during the first week of employment.

5. If not completed at the weekly orientation session, a new employee should visit Human Resources to submit completed benefit enrollment forms. At that time, forms will be reviewed by HR staff and any questions the new employee may have will be addressed. No appointment is necessary.

Probationary period

1. All new hires to the University serve a six-month probationary period.

2. An employee who transfers, promotes or demotes to a new position is also subject to a probationary period of six months.

2. During probation, management may release the employee with or without cause, and with or without notice, at management’s sole discretion.

3. See probation period in the employee handbook for more information.

Procedure

The employee’s immediate supervisor completes a staff compensation system probationary report at two months, four months, and six months after the employee begins the new job. The probationary report form is available at Forms: Probation.

1. Human Resources sends an email message to the employee’s immediate supervisor approximately two weeks before each probationary report is due.

2. The email message contains the Web address for probationary reports and instructions for completion.

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7. Employment Practices: Job Opportunity Program
1. The job opportunity program covers all benefits-eligible Western Michigan University positions. Because the job opportunity program is a WMU benefit:
   0. All qualified internal applicants will receive an interview.
   1. Hiring agents will interview with the intent to hire from within whenever possible. Hiring agents must have strong justification for not hiring internal applicants who meet the minimum qualifications.
2. The Careers and Job Postings page of the Human Resources website is the campuswide, public announcement system for job opportunities at Western Michigan University and is designed to ensure equal employment opportunities for all University employees. Current opportunities and application procedures are found at Careers and Job Postings.
3. Vacancies to be filled by promotion or transfer from within the hiring department do not require internal or external posting. Department heads are responsible for ensuring that all employees within their departments are aware of the opening, have an equal opportunity to express their candidacy, and are fairly considered for the job.
4. If the hiring unit or major job group is underutilized and there are qualified internal applicants for the position that meet the under-utilization criteria, these applicants must be considered first. If there are no qualified internal applicants who meet the criteria for an underutilized position, Human Resources may add qualified external applicants who do meet the under-utilization criteria before forwarding candidate credentials to the hiring agent.
5. If the major job group or the hiring unit is not underutilized, the unit must consider and finalize decisions regarding all job opportunity program applicants before considering any external applicants. If an internal applicant is not selected, external applicants may be added to the applicant pool with the approval of the Office of Institutional Equity.