

## **XIV. Filling Vacancies**

### **Section 14.01 Filling Vacancies**

The University creates and fosters an environment that supports and rewards the pursuit of career mobility and encourages employees to pursue appropriate development to assist with their career development.

The University is committed to recruiting, hiring and retaining the highest qualified individuals to meet the educational goals of our student population and to ensure that the selection procedures are fair, consistent and in compliance with applicable laws and regulations.

All official offers of employment shall be made subject to the successful completion, on the recipient, of a background check, including reference checks, and of a drug test for designated classifications.

In addition, verification of credentials required for a position (e.g., educational transcripts and required years of experience) for both full and part-time/temporary employees, which includes such employees transferring to another position at the University, must be completed prior to the start of such employment. The only exception to this policy shall be for employees who have been placed in the Career Development Tracks as a part of the Career Advancement Policy, which will result in the employee satisfying the requirements of the position. The Career Advancement Policy is designed to promote strategic efforts to increase employee efficiency and retention to better serve our student-population. Educational credentials will be verified and maintained by the Office of the Provost for all faculty positions, with a copy submitted to the Human Resources Department for placement in the official personnel file for the faculty member. Educational credentials shall be verified and maintained by the Human Resources Department for all staff positions. If an individual is found to have falsified information on documents used in the hiring process, or in connection with a transfer to another position within the University, this finding shall be grounds for rescinding the offer of employment or transfer, or for termination, if employment has already commenced.

All documentation to support the hiring process and a candidate's qualifications for full, part-time, and temporary position shall be maintained in the official personnel files within the University's Human Resource Department.

The University will endeavor to provide support and guidance to staff and faculty in the enforcement of all applicable Virgin Islands and Federal employment laws and regulations regarding unlawful employment discrimination and equal employment opportunity. Ongoing assistance will be provided in the interviewing and the hiring processes to ensure fairness and integrity.

Department Heads must utilize an employment-related strategy based on the principles of equal employment opportunity which provide for diversity, affirmative action and internal job mobility.

To **ensure** a smooth transition onto the payroll system, so far as reasonably possible, all new employees will begin employment with the University on:

- 1.) The first Monday of the pay period for bi-weekly employees.<sup>i</sup>
- 2.) Before the 15th of the month for those employees paid monthly.<sup>ii</sup>
- The beginning of the semester for teaching faculty.

All required documents must be received by the Human Resources prior to the employee start date. (See Payroll Calendar for details)

**The Human Resources Department** is responsible for completing staff contracts, once an approved hiring proposal and background checks are received. **The Office of the Provost** is responsible for the preparation of all teaching faculty contracts, provided however a copy of all executed faculty contracts shall be submitted to the Human Resources Department for placement in the individual's official personnel files.

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<sup>i</sup> This ensures that the new employee will be able to pay for their benefits (at least 1/2 of the monthly benefits total) and receive a full two week's pay.

<sup>ii</sup> Monthly payroll is due on average by the 15<sup>th</sup> of the month. New employees who start after the 15<sup>th</sup> of the month would not be paid until the next available payroll.