

## **100.6 State Classified Employment Process**

### **Job Posting**

Information concerning vacant positions, pending examinations, and weekly transfer opportunities within the university is available on bulletin boards in most buildings on campus. Check the main bulletin board of a particular building. Jobs are also posted on the Human Resource Services Web page @ <http://www.jobs.colostate.edu/>.

At Facilities Management, announcements concerning “state classified” positions are posted on the bulletin board across from the dispatch office at Facilities Services Center - North. Facilities Services Center - South also posts these announcements next to the Parts Window. The announcements are posted upon receipt from Human Resource Services on Thursday through the following Monday, except during Holidays.

In-house opportunities for Facilities Management are distributed to all employees.

### **Appointment Process**

Be sure there is a provision in the departmental budget and FTE for the position. The fact that a position appears on the department budget does not mean that the job is established with the State Classified Personnel System.

Check with the Employment Unit of the Human Resources Department to determine options for filling the position. An eligible list may need to be developed if one does not already exist. If an eligible list does exist, a referral will be generated with of the names of applicants’ eligible to interview.

Certain eligible list referrals require clearance from the Office of Equal Opportunity prior to an offer being extended. This additional requirement is clearly noted on such lists.

After selection of the individual, the new hire completes the top portion of the State Classified Personnel Action Data Initial Employment form and this information, along with the appointment data the department supplies (found on the bottom of the form), is entered by the department into the Personnel/Payroll System and submitted for electronic approval. The required new hire forms described later in this section must be completed and forwarded to the Records Unit as well before final approval of the action can be made. If the appointee is a transfer and the Employee Group remains the same, the new department must initiate the transfer through the Personnel/Payroll System. If the appointee is transferring and the Employee Group is different, or the appointee will be working both jobs, the new assignment must be set up as a new Concurrent Assignment in the Personnel/Payroll System.

## **Comparative Analysis**

1. Comparative analysis, required for each classification, are designed to assess the knowledge, skills, and abilities that applicants possess relative to the duties of the position. Comparative analysis results in the establishment of an eligible list of applicants in order of score attained. In some cases, a physical examination, background security check or polygraph may be requested by the department as a requirement of employment. If required, such physical comparative analysis, background security checks or polygraphs are paid for by the University.

2. The comparative analysis for classified positions at the university is administered and/or oversight is provided by the Human Resources Department and/or other State agencies.

- a. Open competitive comparative analysis is open to all applicants, including current and former employees who meet the minimum requirements for the position.
- b. Qualified applicants shall have an equal opportunity for entry into the state personnel system through fair and open competition.
- c. Promotional comparative analysis is open to current classified Colorado State University employees, and former classified employees with reemployment rights who meet the requirements.

## **Interviews**

Interviews may not be conducted before the application deadline or before the referral list has been forwarded to Personnel Office, Facilities Management, by Human Resource Services and approved by the Office of Equal Opportunity/Affirmative Action.

University employee selection decisions are made on the basis of job-related qualifications and not on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age (over 40 years), disability, Vietnam-era veteran status, or special disabled veteran status, except where sex or age is a bona fide occupational qualification. Among finalists for a position, consideration will be given to meeting affirmative action objectives.

## **Employment Reference Checks**

To ensure that individuals who join Facilities Management are well qualified and have a strong potential to be productive and successful, it is the policy of Facilities Management to check the employment references of all applicants.

Reference checks may be made at any point in the recruitment process that is most useful to the hiring unit and should be made on all finalists for positions. The same basic set of questions must be asked of each reference, and written documentation of each reference check must be maintained for two years.

Hiring officials may request a review of current or former Colorado State University employee's available personnel files for business necessity. Such a review may be conducted when a Colorado State University employee is a finalist for a position. The hiring official must request permission to review the file through Personnel Office, Facilities Management, which will arrange for the review of the appropriate material. Job related information (e.g., letters of commendation, awards, special training, education completed, performance evaluations, disciplinary actions, and other related

information) is the only material from the file that will be shared. The personnel file of a former employee terminated for cause will reflect an “ineligible for rehire” status.

The Personnel Section, Facilities Management, will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

### **Employment Eligibility Verification**

Persons selected for hire must produce documentation establishing both identify and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the Immigration Reform and Control Act of 1986. In the event, the employee is unable to provide evidence of employment eligibility within the time limits required by law; the employee either will not be hired or will be terminated. HRS will maintain the official documentation files to comply with the rules and regulations.

Employees who are not eligible to continue employment due to an expired work authorization date will be terminated.

### **Background Checks**

Colorado State University strives to provide a safe study, work and living environment for its faculty, staff and students. In support of its efforts, CSU requires a background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees being assigned new duties (collectively referred to herein as Candidates). For state classified employees, normal progressions within the same class series without a substantive change in duties will not require background checks.

Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. Appropriate background checks are conducted on the final candidate for all faculty, administrative professional, state classified and non-student hourly positions as well as many other positions as required under the CSU Policy Regarding Background Checks <http://www.hrs.colostate.edu/pdfs/background-check-policy.pdf>. This policy also requires that all employees in positions subject to motor vehicle checks have their driving records re-checked every three years. Facilities Management strictly adheres to this policy and further requires that all student hourly employees who work in isolated areas or receive University keys will submit to a background check prior to employment.

Applicants will know in advance the type of background check that will be conducted of the finalist for the position. The type of background check conducted varies by position and can include, but is not limited to, criminal history and driving record. Background checks shall be required of only the final candidate for the position, i.e. the person to whom the university wishes to offer the position, and not the final pool of candidates. Candidates will be asked to consent to such check prior to finalization of the employment decision. The Appointing Authority may not make an offer of employment until Human Resource Services (HRS) has received and reviewed the results of the background check from the third-party vendor. Based on that review, HRS will either inform the Appointing Authority to proceed with the offer of employment or confer with the Appointing Authority regarding information resulting from the check that could impact the hiring decision.

Colorado State University retains the right to conduct background investigations of current employees when it has reasonable grounds to do so, e.g. a workplace violence incident, when it is

required to do so pursuant to state or federal laws, rules and regulations, or upon a change of assignment. Further, all employees in positions requiring a background check under this policy, whether “grandfathered” in without such a check or not, are required to notify HRS upon final conviction of a felony or a misdemeanor including changes in driving records. HRS will notify the employee’s department of the conviction only if HRS determines that the conviction is pertinent to the employee’s ability to carry out duties or functions of his or her position. If reported to the employee’s department, such convictions may subject the employee to discipline, up to and including termination, and/or additional background checks. Failure to report such incidents may result in disciplinary action up to and including termination. Such disciplinary action shall be undertaken pursuant to established Colorado State University policies.

### **Background Check Procedures**

1. The hiring supervisor will submit the employee’s or final candidates full name, email address, employee type (i.e. faculty, state classified, student), position title and number, if applicable, and background check(s) to be performed to Human Resource Services (HRS) via the following email address: [background\\_checks@colostate.edu](mailto:background_checks@colostate.edu).
2. The employee or final candidate will be notified of the type of background check(s) that will be performed and that s/he will receive an electronic communication from a third party requesting that she/he complete online a background disclosure and authorization form and an applicant self-reported convictions form. If the employee or final candidate does not have access to a computer or has no email address, the appointing authority is responsible for obtaining completed and signed forms necessary to authorize a background check from the applicant and forwarding these documents to HRS. The complete policy and necessary forms can be found on the HRS website <http://www.hrs.colostate.edu/background-checks/background-checks.html>
3. If HRS presents information that may impact the hiring decision, the appointing authority must confer with, and secure written authorization from, the cognizant dean or vice president prior to proceeding with an offer of employment. The appointing authority shall forward this authorization to hire on the HRS before final approval of the appointment can be made.

### **Employment Physical**

In some cases as a requirement of employment, the department may request a physical examination and/or background check and/or drug tests. If required, Facilities Management pays for or reimburses for physical examinations and/or background checks.

Some job requirements at Facilities Management necessitate an employee to pass a physical examination as a condition of employment. The Personnel Office, Facilities Management, will have the selected candidate fill out related forms. The applicant schedules an appointment with designated health clinic for a physical exam. The applicant must take the completed form with them to the appointment. Personnel Office, Facilities Management, will inform the supervisor the results of the examination and file the form in the personnel folder.

The physical examination is required only after an offer of employment has been made. The selected candidate will not perform any work until after the Personnel Office, Facilities Management, has notified the supervisor that the candidate has passed a physical examination.

**Offering Employment**

1. No offers of employment may be made prior to approval from Human Resource Services and the Office of Equal Opportunity/Affirmative Action.
2. Specific reasons for recommending an applicant for hire and specific reasons for not recommending other applicants are required and must be based on job-related reasons.
3. The hiring supervisor offers the position to a successful candidate subject to the background check and physical examination if required by the position.
4. Background checks will be completed before the first scheduled day of work for all newly hired personnel.