



Medical College of Georgia

Administrative
Policy Library

Employment Procedures

CITATION REFERENCE

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Procedures

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Policy Statement

The Medical College of Georgia is an affirmative action, equal opportunity employer. All decisions to recruit, employ, and promote individuals are made without regard to race, color, national origin, gender, religion, disability, sexual orientation, or age. The Medical College of Georgia takes affirmative action to recruit, employ and advance minorities, females, disabled veterans and veterans of the Vietnam era. Reasonable accommodations will be made for otherwise qualified veterans and disabled persons.

Reason for Policy

To establish uniform procedures for the recruitment, evaluation and selection of qualified personnel for classified positions of the Medical College of Georgia.

Entities Affected By This Policy

All units of the Medical College of Georgia are covered by this policy.

Who Should Read This Policy

All employees of the Medical College of Georgia should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Dena Pickett	(706) 721-7905	dpickett@mcg.edu

Website Address for This Policy

www.mcg.edu/policies

Related Documents

[USG Policies on Employment](#)

[Background Check Policy](#)

[Background Check Authorization Form](#)

[Employment Request](#)

[Business Process for Recruiting](#)

[Business Process for Interviews](#)

Definitions

- **Board of Regents:** The governing body of the University System of Georgia

- **Types of Employees:**
 - **Faculty:** The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.

 - **Classified Employees:** Classified employees shall consist of the professional and administrative employees and staff defined as follows:
 - **Professional and Administrative Employees:** All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.

 - **Staff:** All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff. (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines.”)

Overview

The Medical College of Georgia is an affirmative action, equal opportunity employer. All decisions to recruit, employ, and promote individuals are made without regard to race, color, national origin, gender, religion, disability, sexual orientation, or age. The Medical College of Georgia takes affirmative action to recruit, employ and advance minorities, females, disabled veterans and veterans of the Vietnam era. Reasonable accommodations will be made for otherwise qualified veterans and disabled persons.

Process

Recruitment

The Human Resources Division/Recruitment Section is responsible for the recruitment and screening of classified employees. The Associate Vice President for Human Resources or his/her designee will determine recruitment strategies and sources appropriate for a position vacancy. Sources may include, but not necessarily be limited to internal postings, newspapers, journals and internet advertisements, the employment security commission, college and university job fairs, and professional networks and organizations. Additional contacts with minority schools and other resources that increase the ability to provide an

adequate supply of diverse, qualified candidates for consideration will be included in the recruitment process when appropriate. The use of search firms and temporary staffing agencies requires approval of the Associate Vice President for Human Resources. The Human Resources Division is responsible for maintaining appropriate documentation and records of the recruitment and selection process for the Medical College of Georgia, except where a search firm or temporary agency is used.

Employment Status and Eligibility for Benefits

The categories of appointment to classified positions are established according to the anticipated duration of employment. The type of appointment determines an employee's status with regard to eligibility for benefits.

- **Regular:** Personnel who are employed for a continuous period that is expected to exceed six (6) calendar months shall be known as “regular” employees. Regular positions with a work commitment of half-time or greater (20 hours or more per week) are benefits eligible.
- **Regular – Limited Term:** Personnel who are employed for a continuous period exceeding six (6) calendar months but whose positions are intended to have a limited term not exceed three (3) years shall be known as “Regular – Limited Term.” This status may be used for situations where funding for the position is covered by sponsored or other non-state resources or allocated for a limited term as in the case of special projects and where employment is generally not intended to continue following the initial limited term period. Regular – Limited Term positions with a work commitment of half-time or greater (20 hours or more per week) are benefits eligible.
- **Temporary:** Personnel employed for a period not to exceed six (6) calendar months, with either full or part-time scheduled hours. Such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head requires the services of that individual, subject to the approval of the Human Resources Office of the institution or his/her designated representative. Once an individual has served as a "temporary" employee for a twelve month period, he/she shall not thereafter be employed as a "temporary" employee until a period of thirty calendar days has elapsed.
- **Temporary – Occasional:** Occasional employees are a subcategory of temporary. An individual with an “occasional” appointment works sporadically, but might work on a recurring basis, as needed, over a period longer than six (6) months. These individuals may work full-time or part-time for brief periods, but their total FTE over the course of a year should not exceed 49% of the time. Occasional positions are not benefits eligible.

- Student Employees: All student employees shall be and are classified as "temporary", and employment as student assistants shall not be subject to the reemployment restriction outlined above.
- Regular and Regular – Limited Term employees are eligible for fringe benefits as outlined in the MCG Administrative Policies and Procedures and in the [Employee Handbook](#). Temporary employees are ineligible for benefits.

Procedure

Employment Requests

To fill a regular classified position, the department completes and forwards the Employment Request to the Recruitment section of the Human Resources Division along with a copy of the department's proposed job posting.

Announcement of Position Openings

As an Equal Employment Opportunity and Affirmation Action employer, the Medical College of Georgia provides timely announcements of position openings. The Associate Vice President for Human Resources or designee may designate certain classes of positions to be placed on a "continuous announcement" listing when there exists a frequent or continuous need for applicants to fill positions in these classifications. The Associate Vice President for Human Resources or designee may exempt other positions from regular announcement procedures when costly or unnecessary delays in filling those positions would occur. Announcements of position openings except temporary or student positions are updated on a regular basis.

Applications for Positions

Internal Applicants: Employees interested in posted vacancies must apply by the deadline. To submit an application for a posted vacancy, employees are expected to apply for a posted vacancy by the deadline using the online application process available through the MCG Human Resources website or via www.mcg.edu/Jobs. MCG employees must have occupied their current positions for at least six months in order to apply for a vacant position, unless the employee has obtained the approval of his/her supervisor to do so. Internal applicants are encouraged to include a cover letter and/or resume.

Outside Applicants: Qualified individuals are expected to apply for a posted vacancy by the deadline using the online application process, which allows the applicant to include a cover letter and resume, available through the MCG Human Resources website or via www.mcg.edu/Jobs/. Applicants may also apply by the deadline in person at Human Resources or by submitting a cover letter and resume for posted positions.

Referral of Applicants to Department

The Human Resources staff evaluates all candidates based on such factors as relevant experience, skills, test scores and education level and refers those applicants believed to be qualified to the hiring department for consideration. Promotion from within the institution is encouraged when practicable. When applicable to the position, test scores will be provided to the hiring department.

Departmental Evaluations and Selections

All candidates referred by Human Resources in response to a posted vacancy will be considered and evaluated by the department. Human Resources is responsible for screening and testing applicants for employment based on the selection criteria outlined in the Employment Request and the qualification standards established in the job description for the position. The hiring department is responsible for screening applications to determine applicants to be interviewed based on the Department's overall requirements, setting up interview dates and times, and conducting selection interviews according to interview guidelines established and provided by the Human Resources Division. The hiring department is also responsible for conducting reference checks on candidates being seriously considered. Human Resources staff are available to assist with this upon request. A selection decision will not be made until all referred candidates have been considered. Hiring departments and Human Resources are expected to communicate during the interview process concerning the candidates being considered. Human Resources is responsible for notifying all candidates of the hiring decision. Departments are expected to utilize appropriate resources to increase the representation of qualified females and minorities in under-represented areas outlined in MCG's Affirmative Action Plan. Human Resources will insure that hiring departments are made aware of their Affirmative Action responsibilities prior to a selection decision. Once the interview and selection process has been completed and a candidate selected, the appropriate Interview & Selection Form and Reference Check Form(s) are to be completed, signed, and forwarded to Human Resources prior to an offer being made.

Disqualification of Candidates

A candidate will be disqualified for employment for any of the following reasons:

- Conviction of a criminal drug offense disqualifies candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense is ineligible for employment or reemployment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in the employment application.
- The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.

- The candidate for a position of trust has been convicted of a felony or a crime of moral turpitude unless the applicant has been pardoned. (See Background Check Policy)
- Testing positive for the use of illegal drugs for positions requiring a pre-employment drug screen.
- A determination that the candidate is not able to perform the essential duties of the position with or without an accommodation during the pre-employment physical.
- Former employees terminated for cause by the Medical College of Georgia unless the termination is no longer deemed relevant by the Associate Vice President for Human Resources based on lapsed time, type of position applied for and/or work record established elsewhere since termination. Refer to policy on Re-hiring of Employees.

Offers of Employment

All offers of employment to fill classified positions will be made by the Human Resources Division/Recruitment Section and are conditional upon successful completion of a Criminal History Background Check, and when applicable, a credit check, verification of licensure, certifications and/or academic credentials and a physical exam and/or drug screen. Following the selection of a candidate by a department and the successful completion of all screening requirements, Human Resources will extend an offer of employment to the selected candidate at an approved salary. Any deviation from the minimum salary of the pay range for the position must be made in accordance with the Compensation Policies for Classified Employees ([Administrative Policy 1.4.14](#)). Human Resources will notify departmental hiring authorities of the acceptance or refusal of an employment offer by the candidate. Candidates in the applicant pool that are not selected for a vacancy will be notified by the Human Resources staff and/or hiring department.

Completion of the Employment Process

When an employment offer is accepted, the Human Resources staff member who extended the offer will send an official appointment letter to the employee with an information copy to the department and Human Resources Processing staff. The appointment letter will include the agreed upon date of hire and the date and time for the payroll processing appointment. The Human Resources staff will ensure accurate and timely processing for payroll and benefits following the orientation appointment.

Responsibilities

The responsibilities each party has in connection with *Employment Procedures*, are:

Hiring Manager	Submits Employment Request; approves job announcement content, screens, interviews, selects candidate, conducts reference checks, completes Interview Forms and submits to Human Resources.
Human Resources	Receives Employment Request, prepares job announcement, posts job announcement to generate viable applicant pool, screens applicants, forwards qualified candidates to hiring manager, receives Interview & Evaluation forms at end of selection process, provides salary calculation to hiring manager on selected candidate, extend official offer verbally and in writing.
All Medical College of Georgia faculty, employees, and students	Responsible for adhering to the Administrative Policies of the Medical College of Georgia.

Forms

- [Employment Request](#)
- [Interview Evaluation Form](#)
- [Reference Check Form](#)
- [Interview and Selection Form](#)

Appendices

- Guidelines for determining Pay