

ARTICLE II: EMPLOYMENT PRACTICES
Section 6. Hiring

Policy 6.1: University Policy on Hiring Procedures
Issued: March 1, 2001

Effective immediately all fiscal officers must have the president's signature on all new employee contracts prior to their first day of employment. No exceptions will be allowed.

The process will proceed as follows. Once the appropriate paperwork, with all required signatures, is received in the Office of Human Resources (OHR), the process will begin. The OHR will contact the fiscal officer and confirm the start date for the new employee with the supervisor. The OHR will also contact the employee regarding the start date of their employment.

Adherence to this process will be strictly enforced and is required to ensure (1) timely payment of employees (2) employee benefit eligibility and (3) elimination of audit findings in this area.

Thank you for your continued support and attention to protocol.

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Policy 6.2: Administrative Hiring Contracts
Issued: March 1, 2001

As part of the continuing effort to address past problems, including employee dissatisfaction and unnecessary legal challenges arising from contract inconsistencies, the following policy will be enacted.

Effective immediately, hiring contracts will only be generated by two offices: the Office of Human Resources (OHR) and the Office of Academic Affairs (OAA). Specifically, the OHR will have oversight responsibility for all academic and non-academic administrative contracts, in addition to all other employee contracts. The OAA will have oversight responsibility for all faculty contracts.

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Policy 6.3: Application for University Employment

Issued: April 1, 2001

Applications for University employment must be fully, accurately and honestly completed. Any misrepresentation or omission of facts in the application or other University records may be cause for rejection of the application, or may be sufficient grounds for termination of employment at any time thereafter.

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Policy 6.4: Prior Criminal Record of Employment Applicants
Issued: April 1, 2001

Civil Service Employees

The Human Resource Director will exercise the discretion granted under Civil Service Rule 250.50-c in reviewing applications for Civil Service positions which indicate a conviction of any criminal offense. Where there is a correlation between the offense and the classification of the position applied for, the Director of Human Resources may disqualify the applicant for employment.

Where appropriate, official documentation of the conviction record will be reviewed.

The application form may include the question "Have you been convicted of any offenses other than traffic violations?"

Faculty and Administrative and Professional Employees

The Provost along with the applicable Vice President will be responsible for assessing whether a particular criminal conviction of an employment applicant would put the University at undue risk should such an applicant be hired.

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Policy 6.5: New Employee Orientation
Issued: April 1, 2001

The University's New Employee Orientation Program is designed for all new employees; Faculty, Administrative and Professional, and Civil Service personnel. Participation in the program is mandatory.

If you do not participate you will not have a choice in the selection of your health benefits package.

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Policy 6.6: Criminal Background Investigation
Issued: June 1, 2001

The Human Resources Office shall arrange for an investigation of conviction information for specific positions where there are security concerns or positions of trust.

THE PROCEDURE FOR OBTAINING CONVICTION INFORMATION IS AS FOLLOWS:

1. Once all candidates are interviewed, the supervisor notifies Human Resources of the hiring decision.
2. Human Resources/Employment extends the offer to hire and initiates the investigation of the conviction information. This process includes providing the selected candidate with a copy of the Addendum to Application for Employment (Addendum 1). If the candidate accepts the outlined provisions reflected on this document, the candidate is asked to sign the Authorization Form to Conduct Criminal Background Investigations and the Conditions of Employment Statement (Addendum 2).
3. At the completion of these documents, Human Resources/Employment arranges for the candidate to be fingerprinted by the CSU Police Department. This information is forwarded to the Illinois State Police for processing.
4. When a candidate is offered a position and asked to report prior to the completion of the background investigation, she/he will be requested to sign the Criminal Background Investigation Condition of Employment form (Addendum 3).
5. Upon receipt of the results of the investigation, the Director of Human Resources or designee shall confer with the supervisor.
6. If the report does not reveal any items of concern, the Director of Human Resources will indicate such.
7. In cases where information contained in the report is questionable, the Director of Human Resources or designee and the supervisor will determine if the candidate should continue working. If a mutual agreement is not reached by these individuals, the respective Vice President will determine the candidate's eligibility for continued employment with the University.

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Policy 6.3: Application for University Employment
(Continued)
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ADDENDUM 1

ADDENDUM TO APPLICATION FOR EMPLOYMENT

Investigation of Conviction Information

As a condition of employment, the following information is designed to apprise you of our policy concerning the requirement of conviction information when appropriate.

An investigation of conviction information is required for those positions where a security concern exists. Security concerns exist for classifications/positions of trust, or those which allow or require employees to have access to weapons or items of value without direct supervision, and those which include responsibility for close contact with minor children. The classifications/ positions currently requiring this investigation are appended to this statement. Other such classifications/ positions may be designated from time to time.

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ADDENDUM 2

**AUTHORIZATION FORM TO CONDUCT
CRIMINAL BACKGROUND INVESTIGATIONS**

As part of our procedure to determine your eligibility to fill the position for which you have interviewed, an investigation of your history involving any criminal record will be conducted. This information will be gathered by the Illinois State Police and released to Chicago State University.

The procedure described is required for those persons appointed to classifications/positions where security concerns exist. In order to complete your application for further consideration, please provide us the authorization to conduct this investigation by signing this request. Failure to sign will cancel your eligibility for this position.

Thank you for your cooperation.

Applicant Signature Date

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ADDENDUM 3

CRIMINAL BACKGROUND INVESTIGATIONS
CONDITIONS OF EMPLOYMENT

The completion of your probationary period is contingent upon our receipt and evaluation of the information forwarded to us by the Illinois State Police in response to our request to them for conviction information maintained and available under Chapter 38, Illinois Revised Statutes, paragraph 1601 at seq. You may be required to be fingerprinted in order to complete this process.

The undersigned agrees to these conditions of employment.

Signature:

Date:

Distribution: White: Pink: Employee Records/Human Resources

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Policy 6.7: Hiring of Foreign Faculty
Issued: June 1, 2001

Several departments are conducting searches to replace faculty members who have retired or who have left the university for other reasons. Therefore, it is an appropriate time to review our hiring policies regarding foreign faculty in probationary, tenured, or temporary positions.

In recent years we have had departments submit hiring forms for foreign faculty who are not eligible for employment at the University. Often they are ineligible because the prospective employee has not met the requirements of the Immigration and Naturalization Service (INS). This has, on occasion, resulted in the faculty member's pay being delayed for a considerable period until the paperwork has been processed and approved by the INS. In the case of one part-time faculty member, we were unable to pay her at all because her visa restricted her to another employer who had petitioned for her to work at their firm, with no other employment permitted.

In order to avoid such occurrences and to be fair to the person seeking employment, everyone involved in the hiring process needs to be aware of our policies and procedures, which include the following:

1. Before foreign workers are offered a position, they must provide evidence that they meet the eligibility requirements for employment. Such evidence can be provided by having the prospective faculty member complete an I-9 Employment Eligibility Verification Form available through our Office of Human Resources. If the person is not a United States citizen, they need to provide one or more of the documents listed on the back of the I-9 form. I have attached a list of acceptable documents taken from the I-9 form.

2. Foreign workers who are newly hired to the University or who have served the University as temporary faculty should not be hired into tenure track positions when they are here on a J-1 Visa or an F-1 Visa. A J-1 Visa is given to a person who enters the country as a participant in an academic training program which was approved by the INS for another university's exchange-visitor program. Persons admitted to the United States under this type of visa are expected to return to their own country within eighteen months of the completion of their doctoral program or when the visa expires. A F-1 Visa is given to a person who enters the country as a student. An F-1 student may be eligible to engage in temporary employment for practical training in his or her field of study both before and after completion of studies. Employees hired while on these visas are

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not eligible for university insurance benefits.

3. Foreign workers considered for temporary teaching positions should have a visa that allows them to work through the entire period of their employment at the University. If the person is employed on a full-time basis, this would normally mean for nine months. If part-time, this would be for at least the four and one-half months required to complete a semester. If their visa is about to lapse they need to prepare and forward the paperwork to INS to extend their visa. They cannot be hired if their visa has already lapsed.
4. Do not forward a faculty hiring form or let anyone begin teaching at the University until you have verified their employability under the rules mandated by the INS.
5. The university does not sponsor foreign faculty. Sponsorship involves petitioning on behalf of the person and guaranteeing employment as a faculty member for a period of several years.
6. Foreign faculty are responsible for obtaining legal counsel and obtaining necessary visas at their own expense.
7. The university provides certification for the U.S. Immigration and Naturalization Service and some assistance with other documents, but does not provide legal representation.
8. The university does not pay legal fees associated with the immigration process.

Please keep these policies and procedures in mind before you offer a position to anyone. The time to resolve any questions about the employability of a person is before anyone makes a firm commitment. Questions about the employment of foreign workers should be addressed to the University General Counsel.