**Policy Content**

**Faculty Employment**

Policy statements relating to faculty, faculty appointments, and academic governance are contained in the Academic Affairs Policy: (link will be added). Specific information on such employment policies as establishing and filling vacant positions, faculty records, adjunct faculty, and retirement are discussed in Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Faculty Appointments and Evaluation (Other Policies), and Faculty Records.

**Contract Staff Employment**

1. Filling a Vacant or New Position

   A. Approval to Fill the Position

   To create a new contract staff position, the director of the unit or the departmental Chair must submit a request to create the position to the appropriate vice president, ordinarily through the University’s annual budget process. Benchmark salary data obtained from Human Resources must accompany the request. Should the request be approved, the director of the unit or the departmental Chair must then submit to the appropriate vice president a request to search that includes a job description and a search plan. For a vacancy occurring in an existing contract staff position, the director of the unit or the departmental Chair must submit to the appropriate vice president a request to search that includes a job description and a search plan. When an existing position is to be redefined, a written justification must accompany the request to search.

   B. Search Plan

   Search plans should include information on position availability, an updated job description (including required qualifications and skills), candidate application requirements, suggested advertising text, and a proposed timeline and sequence of events. Upon approval of the appropriate vice president, this will be forwarded to the Office of Human Resources for compliance review and initiation of the advertising process. Candidate application materials will be submitted to Human Resources, with electronic access given to the hiring supervisor and members of the search committee (if requested). The appropriate vice president or department head will approve the personal interview of the top candidates.
C. Conclusion of the Search

The vice president will approve issuing a formal job offer, contingent on the results of the University’s required background check process. The salary offered may not exceed the existing budgeted amount, unless approved by the President or the VPFA. Once the contingent offer is accepted, the Office of Human Resources will initiate the background check process. If the results are acceptable, Human Resources will then prepare a letter of appointment for the signature of the appropriate vice president or the President. By signing the letter, the employee is subject to all terms and conditions set forth in but not limited to the Faculty and Contract Staff Handbook. The orientation of new contract staff is a shared responsibility between the individual department and Human Resources.

Postdoctoral Staff Employment

Persons appointed to postdoctoral positions at Trinity University are classified as contract employees and are subject to all the policies of the University regarding the employment of persons in the contract category.

Appropriate search procedures must be followed as described above for contract staff. Recommendations to hire must be sent to the Office of Academic Affairs for approval. Appointment is contingent on the results of the University’s required background check process. If the results are acceptable, the Human Resources Office will prepare a letter of appointment for the individual after approval of the recommendation by the grants accountant, the Associate Vice President for Academic Affairs: Budget and Research (the institutional grants officer), and, if required, the Vice President for Academic Affairs and the President of the University.

The postdoctoral employee is eligible for some or all fringe benefits providing he/she works at least 30 hours per week over the course of a year. After two years of continuous employment the individual will be eligible for retirement benefits. The individual will accrue sick leave and vacation leave in the same manner as other contract employees. However, unused vacation time will not be reimbursed at the time of termination of employment or at any other time.

All costs for fringe benefits, including retirement and social security, and related University costs are to be charged to the funding source unless specific arrangements are approved. Visa status determines the individual’s liability for social security tax. This must be determined on a case-by case basis by the institution’s Payroll Office.

The employee is subject to annual evaluations, as are all employees of the University.
Classified Staff Employment

Any person seeking classified employment at Trinity University must complete the specified application process. Applicants whose qualifications most clearly meet the requirements of a vacant position will be interviewed by the supervisor prior to his/her final employment decision. The applicant who best meets the needs of the position, in the University’s sole discretion, may be offered the position.

a. Supervisors are not authorized to make any commitments concerning rates of pay or other conditions of employment without consulting with the Human Resources Office.
b. Background checks must be done prior to the final offer being extended to new hires, transfers and promotions. The results of the background checks will remain confidential and kept separate from the employee’s personnel files.
c. The source of funds shall have no bearing on the rate of pay established for a position. The rate of pay for each position is determined by the approved University Compensation Plan.
d. Normally, most classified positions will be full-time positions. All non-grant, classified positions must be authorized and listed in the University budget.
e. All university employees must be 18 years of age or older with the exception of high school students officially accepted in the Upward Bound program. Any exceptions require the Vice President’s approval.
f. At no time shall a person be permitted to begin work until final authorization has been received from the Human Resources Office.

The University will not employ staff members who will directly supervise or be supervised by members of their immediate family. Exceptions may be made upon the approval of the President of the University when there is a demonstrated difficulty in recruiting and concerted efforts to locate an equally qualified non-relative have been exhausted. Members of immediate family include: parents, children or step-children, husbands and wives, brothers and sisters, and corresponding in-law relationships.

Trinity University recognizes that employees will from time to time accept outside employment as a means of supplementing income. All outside employment must be approved in advance by Trinity University supervisors and the appropriate Vice President to ensure the outside employment does not conflict with the interests of the University. No outside employment may be performed during an employee’s regular duty day or on the Trinity University campus.

Departments will notify the Human Resources Office when a vacancy occurs or temporary help is required and properly funded. The Human Resources Office will receive all applications and post an electronic folder for the hiring supervisor for consideration. Interviews should be scheduled within a reasonable time from submission of the authorization form to ensure availability of the applicant pool. Any recruiting or advertising for applicants will be done directly through the Human Resources Office. If any applicant or current employee contacts the supervisor directly concerning a vacancy, he/she shall
be referred to the Human Resources Office for appropriate processing. In the event no suitable candidates are available for a temporary position, a department may utilize a temporary employment agency; however, the cost will be borne by that department.

A record of medical examination may be required of any applicant subsequent to a conditional job offer, and must be provided for positions for which applicable state law(s) and other personnel policies require such examination. Medical examinations will be required after a conditional offer of employment has been made and such medical examinations will be required of all applicants who have been conditionally offered employment in the same job category. The results of such medical examinations will remain confidential and separate from employee personnel files.

In accordance with federal law, all employees must provide proof that they are legally authorized to work in the United States within 72 hours of employment (I-9). This documentation shall be kept separate from each employee’s personnel records in the Human Resources Office.

If a former employee applies for re-employment, the applicant will be handled in the same manner as for a new applicant. When a former employee is re-employed in a classification in which he/she was previously employed, the rate of pay will be no more than the minimum rate for the classification which the employee is being hired to fill.

The employee, either hired or rehired, will be given a formal orientation briefing by the Human Resources Office and by his/her immediate supervisor. This orientation will include but is not limited to an explanation of Trinity University’s benefits and various other policies, as well as an orientation by each supervisor to the specific work site.

Each newly employed staff member will serve an orientation period of six (6) months from their effective date of employment during which his/her performance is evaluated against the job requirements.

a. The orientation period may not be extended beyond the six (6) months.

b. The employee will be formally evaluated at two (2) and five (5) months during the orientation period (see New Employee Appraisal Form). Formal evaluations will become a part of the employee’s personnel record.

c. An employee in the orientation period who does not meet required work standards may be terminated.

**General Guidelines**

Each employee of Trinity University, by performing his/her assigned duties, contributes to the instruction, research and administrative activity of the University. Trinity endeavors to provide working conditions based on fair and equitable standards.
Any employee or group of employees may, without the threat of retaliation or discrimination, discuss with his/her supervisor(s) and/or the Director of Human Resources the terms of his/her employment or working conditions.

Responsibility for administration of the policies and rules herein set forth is delegated by the President of the University to the Director of Human Resources:

a. The Director of Human Resources is responsible for application, conformity and coordination of the policies and rules, and for recommendation of changes when necessary.
b. The Director of Human Resources is the Equal Employment Officer for the University, and is responsible for matters relating to Equal Employment Opportunity.
c. Department supervisors are responsible for the administration of personnel functions as they pertain to employees under their jurisdiction. All officers and supervisory personnel are charged with the responsibility of administering all University policies and procedures in a fair and equitable manner.

The employment of any staff employee by the University is exclusively “at will” employment, any previous verbal assurance, statement or representation notwithstanding. Consequently, the employment of any staff employee may be terminated by the University at any time with or without reason or cause, its only obligation being to pay wages or salary owed to the employee up to date of termination. Any such employee may terminate his/her employment at any time, subject to applicable notice requirements and the provisions of HR policies.

The matters discussed in these HR policies are intended for general guidance only, and the University may from time to time amend or cancel any of the policies, rules, or benefits discussed herein. Nothing in the policies are intended to alter the at-will employment relationship or act as a contract or guarantee of employment for any particular duration, or of the terms and conditions by which any person’s employment is governed. The enumeration of any reason or cause for discipline and/or discharge by the University shall not in any way limit or affect the University’s right to discipline or discharge any person for any other cause or for no cause whatsoever, and the University’s compliance, or attempted compliance, with any guidelines for discipline and/or discharge or with such “Employee Relations” and “Grievance Procedures” provisions of this Handbook which it has promulgated, or promulgates in the future, shall not be construed to create a “contract” or modify any right the University has pertaining to discipline and/or discharge for cause or for no cause whatsoever or otherwise to contractually require that there be “just cause” for termination, disciplinary action or any other action the University may take.
## Terms & Definitions

<table>
<thead>
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<th>Term:</th>
<th>Definition:</th>
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<tr>
<td>Classified Full-Time</td>
<td>Employees who are appointed to work in positions requiring continuous service of forty (40) hours per week. These employees are eligible for full fringe benefits.</td>
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<td>Employees</td>
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<td>Classified Part-Time</td>
<td>Employees who are appointed to work in part time positions requiring twenty (20) hours per week or more. Employees who are appointed to work less than thirty (30) hours per week are not eligible for fringe benefits.</td>
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<tr>
<td>Classified Temporary</td>
<td>Employees who are appointed for a limited duration. These employees are not eligible for fringe benefits or holiday pay.</td>
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<tr>
<td>Contract Employees</td>
<td>Includes all staff positions which are categorized as exempt from the federal Fair Labor Standards Act. These employees are eligible for full fringe benefits if they are appointed to work forty (40) hours per week and are eligible for prorated benefits if they are appointed to work thirty (30) or more hours per week.</td>
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<td>Employee in Orientation</td>
<td>Classified employees (either newly hired, promoted or transferred) who serve a six (6) month orientation period. During this period an evaluation of performance is conducted to determine whether the employee should be recommended for continuation in the position.</td>
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<td>Student Employees</td>
<td>Employees, including undergraduates and graduate assistantships, who are appointed to student work positions requiring no more than twenty (20) hours of work per week. Student employees not enrolled as full-time Trinity University students during the summer semester can be appointed to full-time student positions requiring forty (40) hours of work per week provided the student will be enrolled as a full-time student for the following academic semester. These employees are not eligible for any University fringe benefits.</td>
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## Revision Management

### Revision History Log:

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<td>Kelleebeth Cantu</td>
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Vice President Approval:
Enter Vice President(s) that are responsible for approving this document

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<tr>
<td>Gary Logan</td>
<td>Vice President for Finance &amp; Administration</td>
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