

HOWARD UNIVERSITY POLICY

Policy Number: 500-012: Human Resources
Policy Title: UNIVERSITY HIRING POLICY
Responsible Officer: Chief Human Resources Officer
Responsible Office: Office of Human Resources
Effective Date: April 2, 2014

I. POLICY STATEMENT

Howard University (“the University”) is committed to selection and hiring procedures that are fair, consistent, and in compliance with all applicable laws and regulations. To this end, the University supports a carefully planned and articulated hiring policy to be followed by all University entities, including sponsored research and Howard University Hospital.

Among its many responsibilities as an employer and a recipient of federal grants and contracts, the University considers the rights of all job applicants, carefully evaluates candidates for employment, and follows approved hiring procedures. To ensure that the University is compliant with these responsibilities, the Office of Human Resources (OHR) **is the only office authorized** to:

- Complete the final review, approval, and make offers of employment to all non-faculty hires into positions of employment regardless of either the status of the candidate or the source of funding for the position into which the candidate will be hired.
- In consultation with the Office of the Provost, make offers of employment to all faculty hires.

Such notifications shall not be given until OHR has verified that all appropriate University employment policies and procedures have been followed, all appropriate approvals have been obtained, and the hire is consistent with the requirements of the Fair Labor Standards Act (FLSA), Immigration Reform and Control Act (IRCA), and all other applicable federal and local requirements.

II. RATIONALE

Clearly delineating the role of OHR in all hiring decisions builds and maintains consistency across all business units regarding onboarding and orientation.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all entities within the University including, sponsored research and Howard University Hospital.

IV. DEFINITIONS

- A. **Onboarding** -The mechanism through which candidates for employment whether regular or student enter and are introduced to their positions within the University and are afforded the necessary tools to become effective organizational members, including, but not limited to, having their employee information accurately and appropriately recorded in the OHR employee database.
- B. **Unauthorized Employment** – Any situation in which either offices or departments either directly or indirectly onboard a candidate into a position for work at the University in violation of any provision of this policy.

V. POLICY PROCEDURES

This policy will be disseminated to the University community through its standard employee email communication protocol, social media, and through the University policy and OHR websites. Cabinet officers, deans, directors, department chairs, principal investigators, and budget officers shall attest by way of signature acknowledgement to having read the policy and accompanying procedures and their voluntary consent to adhere thereto. A record of their attestations shall be maintained by OHR and updated periodically.

VI. SANCTIONS

At the University's discretion, the following actions may be taken in cases where this policy is not observed:

- A. A representative from OHR will inform the employee responsible for initiating an unauthorized employment, the employee's supervisor, HU Employee Relations, and the department's corresponding cabinet officer of any disciplinary action that will be taken as a result of unauthorized employment.
- B. Provided the candidate is otherwise qualified for University employment, every effort will be made to rectify an instance of unauthorized employment by placing the candidate in the previously-offered position at the University. If the attempt to rectify the unauthorized employment cannot be resolved within thirty (30) days of discovery, then the Director of Employee Relations shall develop a proposed final resolution of the same that shall be subsequently reviewed by the Office of General Counsel. Should this extend beyond 30 days, the Director of Employee Relations, in consultation with the Office of General Counsel, will work to develop a resolution.

- C. As determined by OHR and the respective cabinet officer, employees violating this policy shall be subject to disciplinary action up to and including the possibility of termination.

VII. INTERIM POLICIES

As of the effective date of this policy, no interim policies exist.

VIII. HYPERLINKS

On-boarding link:

<https://howarduniversity-redcarpet.silkroad.com/eprise/main/SiteGen/Onboarding/Content/Home.html>

University Policy website: www.howard.edu/policy