

New Hire Policy



Effective Date: August 7, 2009

Approved by: Cheryl Ashpaugh, Director of Human Resources

Policy Owner: Director of Human Resources

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Revision Approved by: Dana Collins, Director of Human Resources

In order for Oklahoma Panhandle State University (OPSU) to stay within budgeted salaries, the following procedures must be followed before any new hire will be allowed to begin working for OPSU. The term new hire pertains to all: full-time, adjunct, contractual, part-time, temporary, or student employees. No exceptions will be allowed.

Full-time Faculty and Staff

1. Resignation must be submitted to the Human Resources Office.
2. Job Vacancy Approval form (available online) must be filled out and submitted to the Vice President of the hiring department before the vacant position can be advertised.
3. Human Resources must have a current job description on file. If one is not on file you must provide one before any advertising will be done.
4. You must provide information for the ad to the Human Resources office along with the final date resumes will be accepted.
5. Advertising will be done via:
 - a. Bulletin board on campus –free
 - b. OPSU website, job opening page –free
 - c. Oklahoma Employment Office, Oklahoma Job Net web page –free
 - d. Any newspapers you request, Human Resources Office will prepare and submit the ad to your designated newspapers. You will then be notified of the amount of charges so you can prepare a requisition with ad charges billed to your department.
6. All resumes will come to the Human Resources Office with the originals held there. Only complete packets will be forwarded to departments as they are received in the Human Resources Office either by email and/or hard copy.
7. Each applicant must complete and submit a Consent & Disclosure form for the background check. This step cannot be omitted or overlooked. The committee chair must ask Human Resources to run the background check on prospective candidates. Human Resources does not run background checks on every application received. It is the committee's responsibility to make the determination of possible candidates.
8. Once you and your committee has received the resume and interviewed prospective candidates, list the candidate's strengths and weaknesses. Select the candidate that best fits the needs of your position to be filled.
9. Once the Vice President approves your prospective candidate, you need to request a background check. See background check policy.

10. As soon as your new hire arrives on campus bring him/her by the Human Resources Office to fill out paperwork. All new hires must fill out an I-9 so they must bring a valid driver's license, State birth certificate, or U.S. Passport, and a valid United States social security card within the first three days of employment to allow Human Resources to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification cannot be skipped or delayed –if it is skipped or delayed it is your department that is not in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as \$10,000 per violation!

Temporary Adjunct Instructors and Staff

1. Job Vacancy Approval form (available online) must be filled out and submitted to the Vice President of the hiring department before the position can be considered.
2. Human Resources must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective adjunct instructor and staff resumes will come to the Human Resources office with the originals held there. Only complete packages will be forwarded to departments as they are received in the Human Resources Office either by email and/or hard copy.
4. Each applicant must complete and submit a Consent & Disclosure form for the background check. This step cannot be omitted or overlooked. The committee chair must ask Human Resources to run the background check on prospective candidates. Human Resources does not run background checks on every application received. It is the committee's responsibility to make the determination of possible candidates.
5. Once the Vice President approves your prospective candidate, you need to request a background check. See background check policy.
6. As soon as your new hire arrives on campus bring him/her by the Human Resources office to fill out paperwork. All new hires must fill out an I-9 so they must bring a valid driver's license, State birth certificate, or U.S. Passport, and a valid United States social security card within the first three days of employment to allow Human Resources to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification cannot be skipped or delayed –if it is skipped or delayed it is your department that is not in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as \$10,000 per violation!

Contractual Employees

1. Each applicant must complete and submit a Consent & Disclosure form for the background check. This step cannot be omitted or overlooked. The supervisor must ask Human Resources to run the background check on prospective candidates.
2. A comprehensive up-to-date list of all contractual employees must be maintained within the Human Resources Office at all times; therefore, if your department employs contractual employees you must make every effort to help maintain a current list.

Student Employees

1. The supervisor must print out and complete the supervisor portion of the Student Employee Package, can be found on the OPSU Human Resources website.
2. The prospective student employee must be in good standing with the University with no disciplinary actions, per the Student Worker Policy.

3. The prospective student employee must complete the Student Employment Packet and obtain all required departmental signatures.
4. The prospective student employee must bring the following to the OPSU Human Resources department within three days of working:
 - a. Completed Student Employment packet
 - b. Photo ID
 - c. Social Security Card
 - d. International students must also bring I-20, I-94 and Passport.
5. The E-verification must be processed within three days of the employees begin date and cannot be skipped or delayed –if it is skipped or delayed it is your department that is not in compliance and in violation of the law as stated in HP-1804. A completed I-9 along with acceptable original documents, valid driver's license, State birth certificate, or U.S. Passport, and a valid united states social security card, is required to process the E-verification. The E-verify portal checks the Social Security Administration and the Department of Homeland Security for employment authorization. The Department of Homeland Security Form, I-9: available in Human Resources Department, or at the following link:
<http://www.opsu.edu/dwn/I9.pdf8>
6. Once your prospective student employee has been authorized to work, he/she will be entered into the Banner payroll system and an Electronic Personnel Action Form will be processed.
7. Once your student employee has been approved to work you will be notified via email.