



University of Connecticut Health Center

TITLE: Hiring of New Employees

Policy Statement:

To comply with applicable federal and state laws and regulations, collective bargaining agreements, UCHC policies and practices; to protect the UCHC from liability and insure staff levels and salary expense remain within budget, **all** offers of employment must be authorized by Human Resources.

Managers who engage in hiring activities that are in violation of this policy may be subject to disciplinary action.

All employees placed on the payroll must have proper authorization.

Employees found working without proper authorization will be immediately released from duty by Human Resources and will not be allowed to continue work until the hire is authorized and appropriately processed.

Key Points:

- Offers of employment can be made only for valid, authorized, and budgeted positions.
- Salary offers to potential employees will conform to compensation policy and collective bargaining contract.
- All appropriate pre-employment screening will take place before the potential new employee may start work.
- Preemployment criminal background check clearance must be received prior to commitment of employment for all new hires to the Correctional Managed Health Care Program, the Creative Child Care Center, the Department of Public Safety, and those employees whose permanent assignment is Med / Surg 5.
- All new hires must receive clearance through Occupational Medicine.
- All new hires must complete appropriate orientation.
- Recruitment efforts must show good faith efforts in support of the diversity and AA/EEO goals of UCHC.

Procedure:

1. The hiring manager submits a *Personnel Transaction Request Form* in accordance with the Personnel Transaction Request Procedures noting the position control # and with required signatures to Operating Budget department.
2. The request is reviewed by Operating Budget department and forwarded to Human Resources for review by the Personnel Review Committee. (Note: Exceptions from the review committee are Nurse Pros, 100% grant funded regular payroll positions, Graduate Assistants funded from grants (ledgers 5 or 6, or Graduate Office funding, HCRAC)).



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3. Human Resources communicates the decision of the personnel review committee to the requesting manager.
4. Hiring manager submits approved requests with the completed and authorized *Search Request* forms, to Human Resources in order for recruitment to begin. It is the responsibility of management to ensure the position is authorized and budgeted.
5. Human Resources will review the request for compliance with UCHC policy, practice and collective bargaining agreements.
6. Human Resources will advise the hiring manager on the selection process, compensation and other required considerations.
7. Selection and offers of employment must be authorized by Human Resources.
8. In instances of bona fide emergencies (usually pertains to patient care areas), the hiring manager **MUST** notify Human Resources within 24 hours, and complete the submissions for review at the next personnel review committee as detailed above.