



**HUMAN RESOURCES POLICY**

<b>SUBJECT:</b>	Employment & Related Matters	<b>TITLE:</b>	Employment Processing		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	<b>Vice President Human Resources</b>		<b>Responsible Office:</b>	Human Resources	
<b>CODING:</b>	30-01-20-20:00	<b>ADOPTED:</b>	07/01/90	<b>AMENDED:</b>	3/4/2010
<b>LAST REVIEWED: 3/4/2010</b>					

**PURPOSE:** To establish policy regarding employment processing for staff positions and to define certain procedures pertinent to the employment of faculty and housestaff.

**RESPONSIBILITY:**

The Vice President for Human Resources is to ensure compliance with this policy. The Director of Human Resources Services and Senior Generalists shall implement this policy.

**REFERENCES:**

- Human Resources Policy – Licensure - #30-01-20-20:01
- University Policy – Outside Activities - #00-01-30-10:00
- University Policy – Code of Ethics – 00-01-10-05:00

**POLICY:**

All Federal, State and local laws, regulations and applicable executive orders and University regulations pertaining to University employment practices shall be strictly adhered to by UMDNJ. Only applicants, whose employment applications are properly processed, with all required documentation completed, will be placed on the payroll.

**PROCEDURE:**

1. Candidates for staff positions must access the University’s Career Opportunities web site to submit an application for employment. The Human Resources Generalist shall screen candidates, make all employment offers, salary commitments, benefit arrangements and scheduling for pre-employment background checks, physical examinations and orientation. An employment application must be signed by the final external applicant.

2. A fully approved Staff Position /Transaction Form must be submitted to Human Resources' Data Administration prior to processing onto the payroll. Any staff member requesting exemption from Federal Income Tax, Social Security, Unemployment or Temporary Disability payment must submit proof of eligibility for exemption to the Human Resources Generalist. Such documentation shall be retained in his/her personnel file.

a) For Postdoctoral Appointee candidates, an official Letter of Appointment, signed by both the Principal Investigator (PI) and the Department Chair must accompany the Staff Position Transaction Form. Absence of the signed Letter of Appointment will delay processing. Principal Investigators must register new Postdoctoral Appointees directly with University Risk & Claims for insurance enrollment. For more information, logon to [www.umdnj.edu/opaweb/index.htm](http://www.umdnj.edu/opaweb/index.htm) or refer to the Postdoctoral Appointee Policy at [http://www.umdnj.edu/oppmweb/university\\_policies/Academic\\_affairs/PDF/00-01-20-80\\_00.pdf](http://www.umdnj.edu/oppmweb/university_policies/Academic_affairs/PDF/00-01-20-80_00.pdf).

3. Each candidate for employment who is a foreign national will be required to produce a properly authorized visa granting permission to work. Additionally, an authorization card must be presented which includes the foreign national's registration number. Upon being offered a position, a final candidate must satisfy I-9 form requirements. Visa processing shall be conducted by the Office of International Services (OIS); Human Resources shall refer such hires to the OIS.

4. Minors under the age of 18 may not be employed without presenting approved working papers and parental permission for a pre-employment physical when required. The employment of minors requires that Department of Labor work-site guidelines are strictly adhered to. Departments hiring minors must comply with federal and state Child Labor Laws regarding appropriate duties, the posting of work schedules and permissible hours of work. Please refer to <http://www.youthrules.dol.gov/brochures.htm> for federal regulations and [http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child\\_labor\\_law.html](http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child_labor_law.html) for the State of New Jersey Child Labor Laws & Regulations. Upon offer of employment, applicants may be required to present proof of age.

5. Applicants will be required to produce proof of their identity, licensure, previous employment, salary, education, and names of references. Applicants will not be processed onto the payroll without verification of all credentials.

6. For staff, employment is contingent upon the satisfactory completion of: (1) background check; (2) pre-employment screening/physical and (3) Board of Trustee approval, after an offer of employment has been made by the Human Resources Generalist to the selected candidate. Faculty (paid and voluntary) and housestaff officers appointed by the University must complete background checks and comply with other pre-appointment screenings required by the University.

7. The background check will consist of verifying present and past employment, federal and state criminal history, social security verification and employment references. A search of the

Office of Inspector General (OIG) and General Services Administration (GSA) listings is also conducted to determine whether an applicant is excluded from eligibility. These searches shall be performed for all applicants who are being considered for employment. In addition, based on University and other regulatory requirements, finger printing and National Sex Offender Registry checks may be conducted. Educational and professional credentials and motor vehicle records will be checked as position requirements demand.

8. All background checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and require a signed release by the applicant after an offer of employment has been made. The signed release is a condition of University employment and shall not be waived for any reason.

9. If a background check disqualifies an applicant for any reason, the applicant will be notified in writing and given a reasonable opportunity to correct any inaccuracies contained in the background report.

NOTE: Background checks by their nature are sensitive and confidential. Access to such reports shall be restricted to those individuals who are directly involved in the hiring process.

10. Staff members in certain job categories are required by State and/or Federal regulations to be licensed, certified and/or registered. All licenses, permits, certifications, registrations and academic credentials shall be validated through primary source verification. Staff members must also sign a License/Permit/Certificate Statement of Understanding (Human Resources Policy #30-01-20-20:01) acknowledging that continued employment is contingent upon a valid license/permit/certificate.

11. Additionally, all employees (Faculty, Housestaff and Staff), must sign a form indicating receipt of the Code of Ethics (University Policy #00-01-10-05:00). The hiring department shall ensure all new hires complete the State of New Jersey Outside Activity Questionnaire (NJOAQ), (University Policy #00-01-30-10:00). The NJOAQ shall be assessed and approved by the hiring supervisor and the Ethics Liaison Officer of the Office of Ethics & Compliance, certifying no conflict of interest with outside activities exists.

12. Regular staff members, full and part time, shall be scheduled for a pre-employment screening/physical examination (if required) to be conducted by the Occupational Medicine Service (for each campus), the results of which shall remain confidential. Temporary staff assigned to healthcare units subject to Joint Commission review, shall likewise be scheduled for such screening/exams.

13. Outside vendor employees who may be assigned to UMDNJ temporary positions shall be screened by the Director of Human Resources Services prior to placement to determine: (1) if such employees have an employment history with UMDNJ; and, (2) if affirmative, the circumstances of separation from such previous employment. Employees determined to have been previously employed by the University, and separated for cause, shall not be assigned to UMDNJ positions.

14. Outside vendor employees transitioning to University payroll shall have background checks prior to such transition.

15. Applicants determined to have falsified information on their employment application or resume, will not be considered for employment. In the event it is determined that a staff member has falsified information on his/her application or resume, the Director of Human Resources Services, through the Human Resources Generalist, shall be contacted to discuss appropriate disciplinary action and/or termination.

16. Orientation shall be held on a regular basis and is mandatory for all new, regular full and part time staff members. Benefits enrollment will be conducted during orientation. All benefits will be thoroughly explained to new, eligible staff members during this time.

17. The official employment record shall be maintained by the campus Human Resources Office.

By direction of the President:

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Vice President for Human Resources