

RULES AFFECTING

CLASSIFIED AND ADMINISTRATIVE/PROFESSIONAL STAFF

SECTION THREE

3.0 APPLICATIONS AND EXAMINATIONS

- A. Each applicant shall complete an application or a supplement-to-resume form. The applicant's signature shall attest to the truth of all statements contained therein. Falsifying information may be cause for dismissal.
- B. Only those applicants meeting minimum qualifications required for a position are eligible for an interview. Minimum qualifications are established prior to recruiting.
- C. The Director of Human Resources may, in consultation with the appropriate Manager, approve a waiver of minimum qualifications in instances wherein qualified applicants are not available after a reasonable search.
- D. An applicant may not be eligible for appointment to a position if he or she: (a) does not meet minimum education, training, experience, and skill requirements or the equivalent established for the class; (b) is, with reasonable accommodation, mentally or physically unable to perform duties normally required by the position; (c) has falsified or failed to complete the application form; (d) uses any substance (e.g., alcohol, drugs) to the extent that it renders the individual unable to perform satisfactorily the duties required by the position; or (e) has an unsatisfactory prior employment record as shown by factual evidence.
- E. The Office of Federal Contract Compliance Programs (OFCCP) and the Equal Employment Opportunity Commission (EEOC) define a test as any measure or measures of general intelligence, mental and learning ability, specific intellectual activities, dexterity and coordination, knowledge and proficiency, occupational and other interests, and attitudes, personality or temperament. The term "test" also encompasses all formal or informal techniques to determine job suitability. Examples are background inquiries, specific educational or work history requirements, interviews, training programs, probationary periods, and physical work requirements.

- F. Employment tests shall have the approval of the Human Resource Department.
- G. Some employees, by necessity, are placed in positions of exceptional trust and responsibility, therefore the university may require that criminal background investigations, credit references, and/or driving records be investigated for applicant finalists for specific positions. Applicants for those positions must authorize the appropriate law enforcement or credit agency to search police and/or credit records and to make results known to the Human Resources Department. A record of convictions or financial difficulties will not necessarily bar an applicant from employment.
- H. Some employees must be able to perform physical tasks such as lifting, climbing, pushing and the like. In order to ensure that only those who are able to successfully perform certain physical tasks are employed in positions which call for unusual physical activity the Director of Human Resources will designate certain positions as requiring post-employment physical exams. All candidates applying for those positions will be told that, if selected, continued employment is contingent upon results of an employer-provided physical examination.
- I. As a condition of employment, each employee shall present a social security card, shall complete Form I-9, and shall execute tax forms required for payroll purposes. Each employee shall also provide the Human Resources Department with his or her mailing address and is expected to promptly notify the Human Resources Department of any changes of address.
- J. The Director of Human Resources shall ensure that timely and proper documentation of experience and education is obtained from each person employed.