**Staff Employment UPPS No. 04.04.03**

**Issue No. 14**

**Revised Date: 04/22/2024**

**Effective Date: 08/27/2021**

**Next Review Date: 01/01/2022 (E3Y)**

**Sr. Reviewer: Associate Vice President for Human Resources**

**POLICY STATEMENT**

*Texas State University is committed to recruiting and hiring the best candidates for positions based on merit.*

**01. SCOPE**

01.01 This policy establishes Texas State University’s employment procedures for regular, project, and non-student, non-regular staff positions, including those on grant and contract funds. This policy also describes recruitment, hiring, promotion, and transfer procedures, and ensures that each employment action conforms to the university’s policy, fund availability, and mission.

01.02 Texas State is committed to providing opportunities for promotion from within and to improving the upward mobility potential for Texas State employees. The primary objective is the selection of the best-qualified applicant for each position, based on job-related factors, including relevant work experience, performance history, applicable education and training, and the depth of required knowledge, skills, and abilities.

01.03 Texas State’s staff employment policy and procedures must comply with [UPPS No. 04.04.46](https://policies.txst.edu/university-policies/04-04-46.html), Prohibilition of Discrimination.

**02. DEFINITIONS**

02.01 Business Day – any day the university is open for business excluding energy conservation days, closure for dates noted on the official university academic calendar, closure of school due to emergencies, or closure by order of state or federal government officials.

02.02 Evaluative criteria – an objective basis for comparing an applicant’s

credentials to the job’s required and preferred qualifications during the interview process.

02.03 Exceptions – recruiting actions that deviate from the procedures set forth in this policy.

02.04 Expedited Search – expedited searches that target one or more applicants are permitted under certain special circumstances. Requests to conduct an expedited search must be approved in advance by Talent Acquisition.

02.05 Former Foster Youth – a person who is in the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding their 18th birthday.

02.06 Full-Time Staff – employees hired for a normal workload of 40 hours per

week or 100 percent time. [UPPS No. 04.04.16](https://policies.txst.edu/university-policies/04-04-16.html), Overtime and Compensatory Time Policy contains more information regarding employee classifications.

02.07 Internal Recruiting Process – the process for filling vacancies within a department from its existing employees.

02.08 Non-Student, Non-Regular Staff (Not Benefits Eligible) – employees who do not meet the definition of regular staff employees. Employment neither exceeds 19.75 hours per week nor requires student status.

02.09 Open Recruiting Process – the process for filling vacancies through public advertising.

02.10 Part-Time Staff – persons employed in staff positions working a schedule of no more than 30 hours per week.

02.11 Personnel Change Request (PCR) – internal document used to capture

and document personnel actions taken.

02.12 Project Staff Positions – classified according to the duties performed and are assigned a title from the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html). Employees who hold project staff positions serve a fixed-term appointment of at least four and one-half months, but no more than 60 months.

02.13 Recruiting – the process of finding, attracting, and hiring qualified people to fill job openings.

02.14 Regular Staff (Benefits Eligible) – those employed for at least 20 hours per week for an indefinite period of at least four and one-half months, excluding students employed in a position that requires student status as a condition of employment.

02.15 Search Committee – a group of individuals that participate in the hiring and selection process (which may or may not include writing the job description and qualifications, recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists). Typically used for filling director-level positions and above.

02.16 Search Firms – external organizations that assist the university in locating suitable candidates for higher-level, managerial vacancies.

02.17 Selective Service – the mandatory enrollment of male, United States (U.S.) citizens, and male aliens living in the U.S. into the U.S. armed forces as prescribed under [76(R) H.B. 558](https://lrl.texas.gov/scanned/officeOfHouseBAs/76-0/HB558.htm).

02.18 Split Appointees – exempt employees appointed to both a faculty and a staff title.

02.19 Trainees – employees who, through lack of specific skills or experience, are employed at a pay rate below the normal rate for a specific position and training period.

NOTE: Trainee status is restricted to the lowest levels for positions in a series, such as accounting clerk I or II or construction inspector and senior construction inspector.

02.20 University-Wide Recruiting Process – the process for filling vacancies from existing university employees (faculty, staff, and student workers).

02.21 Veteran – an individual who served in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or an auxiliary service of one of those branches of the U.S. Armed Forces and received an honorable discharge.

02.22 [Veteran’s Preference in Employment](https://www.hr.txstate.edu/veterans/veteranspreference.html) – Applicants who request veteran’s

employment preference and meet the required qualifications for the posting must be interviewed in accordance with Veteran’s Employment Preferences, [Texas Government Code 657](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.657.htm). More information can be found on the [Human Resources (HR) website](https://www.hr.txst.edu/).

**03. FILLING STAFF POSITIONS**

03.01 For filling regular staff positions, the university will provide the following options to support career advancement and comply with university policy:

1. internal recruiting;
2. university-wide recruiting;
3. open recruiting;
4. expedited search; and
5. transfer or promotion.

The hiring manager must indicate their option on the posting requisition submitted through administrative channels via the university’s [Application Tracking System](https://jobs.hr.txstate.edu/hr/login).

Requests for exceptions from this section must be submitted via the [Staff Recruitment Exception Request form](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fc75689fa-0d7f-452a-9eb4-36091876b627) and approved by Talent Acquisition.

03.02 Internal Recruiting Process Guidelines

1. A hiring manager may utilize the internal recruitment option when only candidates from the same department will be considered for the vacant position. All regular department employees will be eligible to apply for the vacancy. A department may be defined by the hiring manager at the time of posting.

Students, non-regular employees, and workers from temporary staffing vendors are considered external and will therefore be excluded from this option.

b. All internal recruitment positions must be posted on the Applicant Tracking System. Talent Acquisition will provide a secure link to the hiring manager for distribution.

1. The hiring manager shall inform all current regular staff employees in writing of the employment opportunity within the department and provide them with the secure link to the job posting.

All internal departmental postings must remain open for at least five business days from the date of notification to all eligible employees.

The hiring manager will follow all applicable recruiting procedures, as outlined in this policy.

* 1. University-Wide Recruiting Process Guidelines

1. A department may use university-wide recruiting to encourage

applications from qualified Texas State employees (regular staff, student workers, and non-student/non-regular employees) from throughout the institution. A recruiting period of no less than five business days will be required unless an exception applies under this policy or is granted.

b. Workers employed or hired through temporary staffing vendors may be eligible to apply under the university-wide recruiting option, provided there are no contractual restrictions with the vendor.

03.04 Open Recruiting Process Guidelines

a. Open recruiting provides for public posting of positions. Under this option, all qualified applicants may apply and be considered: regular staff, students, and non-regular employees, as well as those employed through temporary staffing vendors, provided there are no contractual restrictions with the vendor. All applicants must apply in accordance with application procedures as outlined in the job posting.

b. A recruiting period of five business days will be required unless an exception applies under this policy or is granted.

03.05 Expedited Search Process Guidelines

An expedited search is a search to fill a vacant position that may include posting the position for fewer than five business days and/or selecting from a limited candidate pool. Expedited searches are permitted under certain special circumstances. To request an expedited search, the hiring manager must submit an [Expedited Search Exception Request form](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f8243205a-b5eb-4945-a887-35f89a61977f) to Talent Acquisition. The exception must be granted prior to proceeding with the search.

03.06 Transfer or Promotions Process Guidelines

a. When the vacant position and selected employee are under the same department head, the hiring manager may use the transfer or promotion options. [UPPS No. 04.04.11](https://policies.txstate.edu/university-policies/04-04-11.html), University Classification and Compensation provides additional guidance. All regular department employees will be eligible. Students, non-regular employees, and workers from temporary staffing vendors will not be eligible for appointment under this option.

1. The hiring manager will create a transfer or promotion position request in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) and route for approval.
2. When a departmental employee is selected through an open recruitment process (public posting), the selection process must be completed through the Rec for Hire process and not a Transfer or Promotion process.

**04. PROJECT, GRANT, AND RESEARCH STAFF POSITIONS**

04.01 Upon approval of the appropriate divisional vice president, department heads may hire non-permanent, fixed-term, benefits-eligible staff on a project basis. The university may employ these individuals on an as-needed basis to provide support for targeted activities over a predetermined, limited time period. HR will classify these positions using the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html), and they should be designated as project, grant, and/or research staff (“project staff”) in the job posting.

04.02 The following apply to project staff positions:

a. These positions are subject to the job audit process found in [UPPS No. 04.04.11](http://www.txstate.edu/effective/upps/upps-04-04-11.html), University Classification and Compensation.

b. These positions may be subject to the performance appraisal process found in [UPPS No. 04.04.20](http://www.txstate.edu/effective/upps/upps-04-04-20.html), Staff Performance Management System, as well as all other university policies and procedures.

c. The hiring manager may post these positions, and if posted must follow the normal selection and hiring process.

d. These positions may serve in non-permanent, fixed-term, 12-month maximum renewable appointments, renewable in 12-month increments with a maximum appointment of 60 months total.

e. These positions may qualify as benefits-eligible consistent with state requirements.

f. Benefit-eligible project staff employees must attend New Employee Welcome (NEW) in accordance with the provisions of [UPPS No. 04.04.15](http://www.txstate.edu/effective/upps/upps-04-04-15.html), New Employee Welcome – Staff.

g. If the project staff position becomes permanent, the incumbent will have the option to apply for the permanent position.

h. At the end of the project or the end of the 60-month period, whichever occurs first, the department must re-audit and repost the position if it is to continue.

**05. APPLICANT SCREENING TESTS AND ACCOMMODATIONS**

  05.02 Tests Used for Screening Applicants

a. Any tests used in the screening process must be valid and reliable.

b. Talent Acquisition will offer valid and reliable office skill testing through Test Genius. Assessments can be scheduled via the [Pre-Employment Assessments website](https://www.hr.txst.edu/talent-acquisition/hiring-tools).

c. Any non-approved tests used in the screening process to select an applicant must be approved by Talent Acquisition, prior to posting the job requisition.

05.03 Accommodations for Applicants with Disabilities

1. Hiring managers may need to make reasonable accommodations (e.g., materials in large-print, sign language interpreters, etc.) to enable an applicant with a disability an opportunity to participate in the job application process. Accommodations will be made to minimize the impact of a known disability that is not relevant to what is being assessed. A qualified employee with a disability may also require accommodations in order to perform the essential functions of their job. Workplace accommodations are covered in [UPPS No. 04.04.60](http://www.txstate.edu/effective/upps/upps-04-04-60.html), Workplace Accommodation. Making valid inferences regarding the candidate’s ability may require combinations of accommodations.

**06. PROCEDURES FOR FILLING STAFF POSITIONS**

Prior to launching a search, hiring managers and search committee members must complete the Hiring at Texas State training module. Hiring managers shall ensure that the recruiting procedures are followed. At any stage of the process, the hiring manager may use a screening committee to assist with the candidate selection process. A [Staff Employment Checklist](https://gato-docs.its.txstate.edu/jcr:70af78c2-f680-4cfa-b09a-f9a81536f765/Staff%20Employee%20Checklist_1.2019.docx) will be available to help the hiring manager through the employment process, and can be found on the [HR website](https://www.hr.txst.edu).

06.01 General Procedures

Following are steps that a hiring manager must follow in order to initiate the recruiting process. Additionally, a [Staff Employment Checklist](https://gato-docs.its.txstate.edu/jcr:70af78c2-f680-4cfa-b09a-f9a81536f765/Staff%20Employee%20Checklist_1.2019.docx) will be available on the [HR website](https://www.hr.txst.edu/) to help the hiring manager through the employment process. A hiring manager may choose to appoint a departmental search committee to provide assistance in the selection process.

1. Hiring managers must have an approved position prior to launching a search. [UPPS No. 04.04.11](https://policies.txst.edu/university-policies/04-04-11.html), University Classification and Compensation provides information regarding position requests. Position requests will only be required for new positions or positions with significant changes in title and duties since last approval.
2. If the posting is to replace a terminating employee, the position may be posted prior to the employee’s last day; however, the position must be vacant prior to hiring the replacement employee unless approved in advance by the divisional vice president.
3. Hiring managers must create a draft job posting in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new). Job posting must include job title; general description of the role; list of essential duties; required qualifications; knowledge, skills and abilities; posting salary range; supplemental (screening) questions; and evaluative criteria. Optional items that may be included in the job posting include preferred qualifications and skills testing.

The posting rate must fall within the University Pay Plan salary range assigned to the position. Any exception will require approval by HR and the executive vice president for Operations and Chief Financial Officer. For exempt-level positions, the posting may include a statement indicating salary is commensurate with qualifications.

1. Hiring managers must develop the supplemental questions. These questions should be based on the required and preferred qualifications. Each question may be weighted to create a scoring system for the applicant screening process.
2. Hiring managers must develop the evaluative criteria. The hiring manager will develop the evaluative criteria based on the competencies for which each applicant will be evaluated during the interview process. The evaluative criteria may only contain competencies that are job related.
3. Hiring managers must post the position. Vacancy notices will be placed with the Texas Workforce Commission (TWC), the Texas State website, and a list of other recruiting sites. If a department wishes to advertise the position on additional sites, they may do so in consultation with Talent Acquisition. The hiring department will be responsible for any additional expenses incurred as a result of expanded advertising. All position vacancy announcements must note that the university is an Equal Empoyment Opportunity/Affirmative Action employer.

All positions must be posted for a minimum of five business days. Section 03. lists procedures for requesting an exception to the minimum posting period.

All applicants will be required to complete and submit separate employment applications via [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) for each position desired. Hiring departments will refer potential applicants to the university’s [Job Opportunities website](https://jobs.hr.txstate.edu/). Hiring departments should not solicit electronic application or resumes directly from applicants, but should direct potential candidates to apply online. If a hiring department receives unsolicited applications directly from candidates, they should direct the soliciting individual to the [Job Opportunities website](https://jobs.hr.txstate.edu/).

Eligible staff employees may apply for posted positions without notification to, or approval from, their supervisors.

g. Hiring managers must evaluate applications. Hiring manager and/or search committees will review applications and select qualified candidates for interview.

Hiring managers and/or search committees may choose to review applications at any time during the posting period. In instances where Talent Acquisition was notified to discontinue accepting applications prior to the closing date or on ‘open until filled’ postings, the hiring manager must review all received applications.

h. Hiring managers must develop interview questions based on and related to the position’s evaluative criteria. Evaluation of the candidate’s responses should be used to ascertain whether the candidate possesses the knowledge, skills, abilities, and experience necessary to perform the job successfully.

1. Hiring managers must conduct interviews. The hiring manager and/or search committee will arrange and conduct interviews with selected candidates. The [hiring toolkit](http://hr.txstate.edu/talent-acquisition/hiring-101) provides additional guidelines and best practices.

Candidates that meet the minimum requirement and request for [veteran’s preference](https://www.hr.txstate.edu/veterans/veteranspreference.html) or those that indicate they qualify as a [former foster youth](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.672.htm) must be offered an interview.

j. Hiring managers must evaluate candidates. Following the interview process, hiring managers and/or search committees should record their candidate evaluations using the evaluative criteria feature in PeopleAdmin.

k. Hiring managers must select candidates for hire. Following a thorough review of all applicants’ qualifications, completion of reference checks (see Section 09.), and consideration of the evaluative criteria ratings, the hiring manager will forward a recommendation for hire to Talent Acquisition for review. The [hiring toolkit](http://hr.txstate.edu/talent-acquisition/hiring-101) provides additional information and instructions on the recommendation for hire process. An employment offer may be extended after Talent Acquisition has reviewed and approved the hire. Any exceptions must be approved by the divisional vice president and Talent Acquisition.

If a search is unsuccessful (no candidates were selected for hire), the hiring manager may request to close a position as a no-hire by requesting this action in the [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) system.

l. General Employment Complaints – Concerns or complaints regarding the employment process should be submitted via email to [talent@txstate.edu](mailto:talent@txstate.edu).

06.02 Trainees

a. If no fully qualified applicants are available to fill a position at the specified pay rate, the hiring manager may, under certain circumstances, request to hire a trainee.

b. The department must hire the trainee at a reduced salary no less than four percent nor more than 12 percent below base. The associate vice president for HR must approve a specific training program that must include periodic evaluations to monitor progress, a list of projected milestones and dates for trainee increases, and a target date for completion of the training period. The trainee may be separated for employment with or without notice for failure to make sufficient progress within the specified period.

06.03 Procedures for Notifying Non-Selected Applicants

1. All applicants will receive notification via email of their application status through [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new).

1. All applicants can access [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) at any time for application status.
2. When the position is filled, all non-selected applicants will receive an automated notice via email.
3. The hiring manager should, as a best practice, personally notify any non-selected applicants that were interviewed, but only after the selected applicant has accepted the position.

06.04 Search Firms

A hiring manager interested in retaining a search firm to assist in filling a senior-level position should contact [Talent Acquisition](mailto:talent@txstate.edu) for further information regarding this recruiting option.

**07. REQUIREMENTS FOR HIRING AND APPOINTING REGULAR EMPLOYEES**

  07.01 Hiring Manager Requirements

1. If the new hire is a male aged 18 to 25, they must register with Selective Service to be eligible for employment at Texas State (see Section 02.17). Applicable candidates must provide evidence of Selective Service registration to certify eligibility for hire.

1. The hiring manager must complete the university’s applicant verification process for the selected candidate. Under this process, the hiring manager will document the applicant’s experience, education, certification, and affiliations by:
2. completing at least two reference checks in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new); and

2) requiring the applicant provide copies of transcripts and professional certifications or affiliations, as required.

c. The hiring manager must submit, via the department head, the completed electronic applicant list and requisition (recommend for hire) in [PeopleAdmin](https://jobs.hr.txstate.edu/hr/sessions/new) to Talent Acquisition for review. The hiring manager must update all applicant statuses in the job posting.

1. Talent Acquisition will conduct a review of the the hiring proposal and supporting documentation and will submit feedback and/or recommendations to the hiring manager as appropriate. Once the submission is deemed sufficient, Talent Acquisition will approve the recommendation for hire.

2) Effective Dates – Prior to confirming a start date for a new hire, hiring managers must have all of the following:

(a) a completed and approved Talent Acquisition review;

(b) a completed, satisfactory criminal history background check; and

(c) notification from Talent Acquisition to extend the employment offer.

d. The hiring manager must submit an approved appointment [PCR form](https://www.hr.txstate.edu/mdc/staff-pcr.html) to HR in order to create an employment record in SAP.

07.02 Hiring Pay Rates

1. Hiring pay rates must comply with [UPPS No. 04.04.11](https://policies.txst.edu/university-policies/04-04-11.html), University Classification and Compensation.
2. Salary Posting Options
3. Hiring managers may post a single pay rate or pay rate range. The lowest pay rate indicated in the posting must be no lower than the minimum pay rate for the position in the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html). The posting should indicate “salary commensurate with experience” if the hiring manager wishes to have the flexibility to negotiate a pay rate exceeding that which is posted. Offered hiring pay rate may not exceed the approved maximum budgeted pay rate for the position.

07.03 Approval to Fill Multiple Positions (Copy Pools) – a hiring manager may fill multiple vacancies from the same applicant pool within 90 days of the hire from the original job posting. The vacant positions must be identical with the same job title, salary, and requirements. The hiring manager will create a Copy Pool posting and forward through appropriate PeopleAdmin approval workflow. To request permission to copy a pool from which the original hire is more than 90 days old, hiring managers must contact Talent Acquisition at [talent@txstate.edu](mailto:talent@txstate.edu).

07.04 Promotions and Transfers

a. Hiring managers may internally transfer or promote employees by following the steps noted in Section 03.05.

The university will not ask an employee to forgo a promotion because of their value to their current supervisor. Nevertheless, an employee accepting a promotion or transfer should give the current supervisor as much advance notice as possible in order to ease transition problems. The current and new supervisors shall mutually agree upon the transition date.

b. For requirements regarding compensation for promoted or transferred employees, refer to [UPPS No. 04.04.11](http://www.txstate.edu/effective/upps/upps-04-04-11.html), University Classification and Compensation.

c. If an employee changes status between the monthly budget payroll and the semi-monthly payroll, the change must be effective on the first of the following month.

d. A change in Fair Labor Standard Act (FLSA) classification (e.g., non-exempt to exempt or vice versa) will become effective at the beginning of a work week.

07.05 New Employee Processing – The hiring manager must send the selected applicant to NEW in accordance with the provisions of [UPPS No. 04.04.15](http://www.txstate.edu/effective/upps/upps-04-04-15.html), New Employee Welcome – Staff.

**08. REQUIREMENTS FOR NON-STUDENT, NON-REGULAR STAFF EMPLOYEES**

08.01 Hiring managers wishing to hire non-student, non-regular staff employees

must either post the individual position and require applicants to apply, or they may direct applicants to apply to the temporary pool positions. Hiring managers must email Talent Acquisition at [talent@txstate.edu](mailto:talent@txstate.edu) for access to the temporary pool position applications.

08.02 Once a candidate has been selected for hire to a non-student, non-regular position, the manager should follow the hiring workflow in PeopleAdmin for regular staff employees.

Appointments – Hiring managers must use the following methods for appointing non-student, non-regular staff employees:

a. Quick Hire and Quick Rehire [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) – The employee will be paid on an hourly basis.

b. A hiring manager may use a quick hire and quick rehire [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) to appoint task workers. A task worker is an individual who does not have a current full time equivalent (FTE) appointment, and the duties performed are exempt from overtime provisions of the FLSA. The worker will receive either a one-time payment or payments spread out over a short time period.

NOTE: Hiring managers must obtain approval from HR prior to submitting a [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html) for a task worker.

08.03 Limitations

a. Non-student, non-regular staff may work on short assignments or intermittently throughout the year, but the total hours worked must not exceed 19.75 hours per week

08.04 Title and Rate of Pay

1. Hiring managers must use a title listed in the [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) to hire non-student, non-regular staff employees, and must include a brief description of the duties and responsibilities in the [PCR](https://www.hr.txstate.edu/mdc/staff-pcr.html).

b. Employees normally receive compensation at a rate equal to the minimum rate for the assigned title. However, hiring managers may appoint a non-student, non-regular staff employee at any rate above the minimum up to the maximum of the range with approval from their vice president. The [University Pay Plan](https://www.hr.txstate.edu/compensation/universitypayplan.html) contains the minimum for classified and unclassified titles. HR should be contacted to obtain the minimum for administrative titles.

If paid hourly, hiring managers will calculate the hourly pay rate by using the following formula: monthly pay x 12 months / 2080 hours = hourly rate.

08.05 Payment and Timekeeping – The university will pay non-student, non-regular employees twice a month. The overtime provisions described in [UPPS No. 04.04.16](http://www.txstate.edu/effective/upps/upps-04-04-16.html), Overtime and Compensatory Time Policy, apply to non-student, non-regular staff employees. Entry of hours worked are required through the university’s time entry system to assure payment.

08.06 Employee-Completed Forms – Non-student, non-regular staff employees must have an employment application in the temporary job posting and must complete all required personnel and payroll forms in the [Hourly Non-Student, Non-Regular Staff Support Documents](https://www.hr.txstate.edu/forms.html) used in addition to the [PCR.](https://www.hr.txstate.edu/mdc/staff-pcr.html)

[I-9 Employment Eligibility Verification](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html) and [E-Verify](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html) must also be completed online through the vendor website. The detailed Form I-9 and E-Verify can be found in the [HR website](https://www.hr.txst.edu/talent-acquisition/hiring-tools/form-i9.html).

08.07 Criminal background checks will be conducted on non-student, non-regular employees in accordance with [UPPS No 04.04.17](https://policies.txst.edu/university-policies/04-04-17.html), Staff Background Checks.

**09. PROCEDURES FOR CANDIDATE REFERENCE CHECKS**

09.01 Any reference check requests for current or former Texas State employees should be sent to HR. HR will verify dates of employment, job title, and salary information. HR will not provide other information concerning the employee’s official work history unless requested via a release signed by the employee. HR will not provide information concerning a former employee’s eligibility for re-employment with the university. Supervisors are discouraged from responding to reference checks from other employers concerning former employees. Documentation contained in official university records must support an adverse response. An individual who gives out undocumented or unsubstantiated information on a reference check will assume personal legal liability for a resulting unfavorable hiring decision.

09.02 When a candidate has been selected for hire, a minimum of two reference checks must be conducted. When an individual who is a current or former Texas State employee has been selected to fill a position, the hiring manager must contact the prior or current manager to conduct a reference check. The candidate reference check form can be found on the [HR forms website](https://www.hr.txst.edu/forms.html).

**10. PROCEDURES FOR CHILD LABOR**

10.01 Departments with part-time and temporary (including summer) work appropriate for student workers should use university student employees whenever possible. However, if university students are not available or eligible, departments may hire non-student employees within the following age restrictions:

a. The minimum age for university employment is 16, with the exception of students employed in special programs such as university-sponsored programs targeting pre-college students.

b. An employee under age 18 may not work in any position evaluated as [hazardous](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/childlabor101.pdf) by the U.S. Department of Labor and the TWC. Individuals with questions should address them in advance to [HR](mailto:hr@txstate.edu).

c. An employee under age 19 who:

1. is actively enrolled in high school and pursuing a diploma will receive wages at a rate equal to the federal minimum wage, except where the FLSA allows exceptions. The employing department should contact HR to obtain an appropriate title and identify the employee as a high school student; or

2) has graduated from high school or who certifies that they have officially dropped out of school may work for the university in any position for which they qualify.

1. The divisional vice president and the executive vice president for Operations and Chief Financial Officer must approve exceptions to Subsections a., b., and c.

**11. REVIEWERS OF THIS UPPS**

11.01 Reviewers of this UPPS include the following:

Position Date

Executive Director for Talent January 1 E3Y

Strategy and Engagement

Associate Vice President for Human January 1 E3Y

Resources

Chair, Staff Council January 1 E3Y

**12. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Human Resources

Executive Vice President for Operations and Chief Financial Officer

President