

ARTICLE II: EMPLOYMENT PRACTICES
Section 6. Hiring

Policy 6.1: University Policy on Hiring Procedures
Issued: March 1, 2001

Effective immediately all fiscal officers must have the president's signature on all new employee contracts prior to their first day of employment. No exceptions will be allowed.

The process will proceed as follows. Once the appropriate paperwork, with all required signatures, is received in the Office of Human Resources (OHR), the process will begin. The OHR will contact the fiscal officer and confirm the start date for the new employee with the supervisor. The OHR will also contact the employee regarding the start date of their employment.

Adherence to this process will be strictly enforced and is required to ensure (1) timely payment of employees (2) employee benefit eligibility and (3) elimination of audit findings in this area.

Thank you for your continued support and attention to protocol.

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Policy 6.3: Application for University Employment
Issued: April 1, 2001

Applications for University employment must be fully, accurately and honestly completed. Any misrepresentation or omission of facts in the application or other University records may be cause for rejection of the application, or may be sufficient grounds for termination of employment at any time thereafter.

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Policy 6.5: New Employee Orientation
Issued: April 1, 2001

The University's New Employee Orientation Program is designed for all new employees; Faculty, Administrative and Professional, and Civil Service personnel. Participation in the program is mandatory.

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Policy 6.6: Criminal Background Investigation
Issued: June 1, 2001

The Human Resources Office shall arrange for an investigation of conviction information for specific positions where there are security concerns or positions of trust.

THE PROCEDURE FOR OBTAINING CONVICTION INFORMATION IS AS FOLLOWS:

1. Once all candidates are interviewed, the supervisor notifies Human Resources of the hiring decision.
2. Human Resources/Employment extends the offer to hire and initiates the investigation of the conviction information. This process includes providing the selected candidate with a copy of the Addendum to Application for Employment (Addendum 1). If the candidate accepts the outlined provisions reflected on this document, the candidate is asked to sign the Authorization Form to Conduct Criminal Background Investigations and the Conditions of Employment Statement (Addendum 2).
3. At the completion of these documents, Human Resources/Employment arranges for the candidate to be fingerprinted by the CSU Police Department. This information is forwarded to the Illinois State Police for processing.
4. When a candidate is offered a position and asked to report prior to the completion of the background investigation, she/he will be requested to sign the Criminal Background Investigation Condition of Employment form (Addendum 3).
5. Upon receipt of the results of the investigation, the Director of Human Resources or designee shall confer with the supervisor.
6. If the report does not reveal any items of concern, the Director of Human Resources will indicate such.
7. In cases where information contained in the report is questionable, the Director of Human Resources or designee and the supervisor will determine if the candidate should continue working. If a mutual agreement is not reached by these individuals, the respective Vice President will determine the candidate's eligibility for continued employment with the University.

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ADDENDUM 2

**AUTHORIZATION FORM TO CONDUCT
CRIMINAL BACKGROUND INVESTIGATIONS**

As part of our procedure to determine your eligibility to fill the position for which you have interviewed, an investigation of your history involving any criminal record will be conducted. This information will be gathered by the Illinois State Police and released to Chicago State University.

The procedure described is required for those persons appointed to classifications/positions where security concerns exist. In order to complete your application for further consideration, please provide us the authorization to conduct this investigation by signing this request. Failure to sign will cancel your eligibility for this position.

Thank you for your cooperation.

Applicant Signature Date

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ADDENDUM 3

CRIMINAL BACKGROUND INVESTIGATIONS
CONDITIONS OF EMPLOYMENT

The completion of your probationary period is contingent upon our receipt and evaluation of the information forwarded to us by the Illinois State Police in response to our request to them for conviction information maintained and available under Chapter 38, Illinois Revised Statutes, paragraph 1601 at seq. You may be required to be fingerprinted in order to complete this process.

The undersigned agrees to these conditions of employment.

Signature:

Date:

Distribution: White: Pink: Employee Records/Human Resources

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Policy 6.7: Hiring of Foreign Faculty
Issued: June 1, 2001

Several departments are conducting searches to replace faculty members who have retired or who have left the university for other reasons. Therefore, it is an appropriate time to review our hiring policies regarding foreign faculty in probationary, tenured, or temporary positions.

In recent years we have had departments submit hiring forms for foreign faculty who are not eligible for employment at the University. Often they are ineligible because the prospective employee has not met the requirements of the Immigration and Naturalization Service (INS). This has, on occasion, resulted in the faculty member's pay being delayed for a considerable period until the paperwork has been processed and approved by the INS. In the case of one part-time faculty member, we were unable to pay her at all

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not eligible for university insurance benefits.

3. Foreign workers considered for temporary teaching positions should have a visa that allows them to work through the entire period of their employment at the University. If the person is employed on a full-time basis, this would normally mean for nine months. If part-time, this would be for at least the four and one-half months required to complete a semester. If their visa is about to lapse they need to prepare and forward the paperwork to INS to extend their visa. They cannot be hired if their visa has already lapsed.
4. Do not forward a faculty hiring form or let anyone begin teaching at the University until you have verified their employability under the rules mandated by the INS.
5. The university does not sponsor foreign faculty. Sponsorship involves petitioning on behalf of the person and guaranteeing employment as a faculty member for a period of several years.
6. Foreign faculty are responsible for obtaining legal counsel and obtaining necessary visas at their own expense.
7. The university provides certification for the U.S. Immigration and Naturalization Service and some assistance with other documents, but does not provide legal representation.
8. The university does not pay legal fees associated with the immigration process.

Please keep these policies and procedures in mind before you offer a position to anyone. The time to resolve any questions about the employability of a person is before anyone makes a firm commitment. Questions about the employment of foreign workers should be addressed to the University General Counsel.