

NEW HIRE PROCEDURES FOR SUPERVISORS

Supervisors must complete NeoEd training and Safe Hire Training through UVULEARN before they are able to access the software and hire employees: <https://juvu.bridgeapp.com/learner/courses/21384/slide/9738>

New advertisements and applicants can be found at: <https://login.neoed.com/>

Part-time employee policies and onboarding information can be found at:

<https://my.uvu.edu/hr/employment-changes/new-employee-onboarding/index.html>

PRE-HIRING PROCEDURES

- Work with the Admin III to post an advertisement for the position wanted.
- Postings are required to be open for a minimum of 7 days. Please indicate in your request the time frame you would like your posting to be open.
- The advertisement requisition will be sent to you through NeoEd to approve. Please click on the link provided to see if the pay range is correct and all other information is accurate before approving. If not correct, notify Admin III to make corrections.
- Once the job has posted, you may view your applicants at the link above through NeoEd.
- Applicants must meet the minimum qualifications to be considered for hire.
- As you review your applicants be sure to move them in the workflow in NeoEd. From Referred, to committee review or interview, then to reject or move to hire.

*It is against UVU hiring policies that you move an applicant to hired before the posting is closed and to close your posting earlier than the date listed on the requisition.

HIRING PROCEDURES

- Once you have selected an applicant, review resume and transcripts and use the worksheet provided at <https://www.uvu.edu/gear-up/grant-administration/employee-resources/>, Hiring Dashboard at the bottom of the page, to calculate the starting pay. Make an offer to the applicant.
- Once the applicant has accepted the offer, move that applicant to "move to hire" in NeoEd. This will prompt HR to send the new hire the required UVU paperwork and a request for a background check. New hires have 3 days to complete the background check.
- Start the EPAF process by submitting a request to the Admin III with: new hire name, position hired for, starting pay (required qualifications), start date and attach a filled out **New Employee Form**.
- **Hire dates should be the first day of the payroll periods, the 1st or 16th of the month.**
- The new hire must still go to the HR department at UVU to complete the I9. New hires for EHS, WHS and Wasatch Region can have their supervisors complete the I9. Attending UVU orientation is optional, not required.
- Once your applicant has been "Authorized", this means the background check and I9 have been completed. When the EPAF has completed all approvals, the new hire will be able to access TIMS.

ONCE HIRED

- Once hired, the applicant will review the employee manual, review and sign part-time employee work limit policy, FERPA form, Time and effort policy and Terms and Conditions form with their supervisor and complete the training **before** beginning work (applicable to all GEAR UP regions).
- Within 30 days of being hired, the employee must complete the New Employee required compliance courses. A notification will be sent to their UVU email. <https://juvu.bridgeapp.com/learner/programs/450>

- UVU TIMS Instructions and tip sheet can be found at https://www.uvu.edu/payroll/docs/pt_employee_tims_tip_sheet.pdf

TERMINATIONS

- **All terminations must be approved by the employee's supervisor, whether full or part-time.**
- Employees should notify the counselor at least two weeks in advance of his/her intention of leaving the program, to provide for enough time for the counselor to fill the open position. This policy applies to all GEAR UP employees. The supervisor should then contact their direct supervisor and inform them of the employee termination.
- The supervisor should email the Admin III of the date of his/her final day and reason for termination so that the proper paperwork can be completed promptly and accurately. This policy applies to all GEAR UP employees. A termination Epaf will be submitted.
- Part-time employee positions can be terminated involuntarily by GEAR UP for egregious conduct according to section V of UVU's "Corrective Actions and Termination for Staff Employees" Policies and Procedures manual. Only verbal warnings can be given.

TIME AND EFFORT/WEEKLY REPORTS

- Part-time Mentors, Tutors, and Parent Specialist employees will track their hours worked using the UVU TIMS system. Each pay period hours worked will be approved and certified by the supervisor. A time and effort report may be required as part of a new hires on-boarding process, which will be determined by the supervisor.
- Part-time Admins will also track their hours worked using the UVU TIMS system. Each pay period hours worked will be approved and certified by the supervisor. A weekly report may be required as part of a new hires on-boarding process, which will be determined by the supervisor.

EMPLOYEE MILEAGE REIMBURSEMENT

- Travel: Part-time employees must receive supervisor approval before submitting mileage reimbursement requests. Mileage reimbursement is only available for work-related travel.