Chapter 6: Human Resource Procedures and Checklists

Chapter 6 Procedures

Employment Related Required Substance Testing
State Technical College of Missouri uses a Consortium/Third-Party Administrator (C/TPA) to administer the college's DOT drug and alcohol testing program. Unless otherwise directed, all testing, other than pre-employment testing, will be conducted at the college with an agent of the C/TPA conducting the test.

In the event of ambiguity, State Tech intends this procedure to meet the requirements of OTETA and adopts the policies, procedures, and definitions stated in the Act and its supporting regulations, as though stated fully herein.

Hiring, Recruitment and Selection
External Recruitment Process

- The hiring manager submits a requisition in Paycor and attaches a job description.
- The hiring manager contacts HR for appropriate salary range. Salary range is determined through discussions with Vice Presidents and President of the college.
- The human resources department posts the position in one or more of the following platforms:
    - State Technical College of Missouri website.
    - Social media sites (Facebook, LinkedIn, Indeed, and Glass Door).
    - Local newspaper advertising.
    - Jefferson City Chamber of Commerce.
    - Additional platforms are supported at the request of the hiring manager.
- The hiring manager reviews applications and selects applicants for interview.
- The HR department schedules interview with applicants.
- The interview committee conducts interviews.

Internal Selection and Placement Process

- See Employee Transfer Policy and Procedure.

Conducting Interviews

- The hiring manager reviews all applicant resumes and selects those who meet qualification requirements to be interviewed. Hiring managers may interview applicants if a specific qualification is not met, but the applicant may be eligible for an exception.
- Hiring manager selects the interview committee.
    a. The interview committee for faculty positions will be approved by the applicable Academic Dean or the Vice President of Academic Affairs and consist of the following:
        i. Academic Dean as available.

    ii. Current department chair.
    iii. One faculty member from the hiring department.
    iv. One faculty member from outside of the hiring department.
    v. Second faculty member from the hiring department, optional.

b. The interview committee for full-time staff positions will be approved by the department's Vice President and consist of the following:
    i. Hiring manager.
    ii. One committee member from outside of the department.
    iii. One additional committee member regardless of department assignment.

- If available qualified applicants exceed five, a first round of virtual interviews will be conducted. The interview committee selects the top three to five applicants to move forward and conduct follow up interviews.
- For each round of interviews, committee members rate each applicant on required qualifications, desired qualifications, and the quality of their answers to preselected questions. All candidates are asked the same interview questions.

Selection Process

- The hiring manager, or designee, contacts the references of the top candidate. A minimum of two (2) reference checks from the applicant's reference list must be completed.
- For exempt positions, a minimum of one (1) off-the-list reference call is required in addition to the two reference checks previously identified. An off-the-list reference is anyone **not** provided by the applicant who can discuss the candidates background and qualifications.
- The hiring manager meets with the interview committee to discuss all interviews and the reference check results.
- Should the reference checks not support the top candidate, the interview committee determines if another current applicant is suitable to fill the position or if the job announcement should remain open or be re-advertised if closed.
- The committee and the hiring manager make a hiring recommendation.
- The hiring manager submits a request to hire the selected candidate in Paycor to be considered by the College President, and includes the approved salary information.
- Once approved, the Human Resources department contacts the selected candidate and makes a job offer.
- Upon receipt of an offer letter signed by the candidate and the successful completion of background checks, the HR department will close out the requisition on the tracking report.

Employee Transfer

Application Process

Internal applicants must complete the application process for any internal position. Applicants must also complete the screening and interview process along with any other candidates. An employee's initial application is considered confidential. Interviews for internal applicants conducted during normal business hours is considered part of the employees' normal workday and will be considered time worked for pay purposes.

Transfer Process

If the transferring employee is being considered for the position after the interview stage is complete, the hiring supervisor will notify the Office of Human Resources and a review of the employee's or former employee's personnel file for substantive documentation relating to the employee's job performance or conduct will be done. This review shall include current performance evaluation, commendations and any current formal corrective actions including a performance improvement plan. This information will be relayed to the hiring supervisor/manager on a confidential basis. The existence of documentation supporting current or prior FMLA leave, reasonable accommodations or workers' compensation payments will not be part of this review.

Once an offer is made and accepted, the current and hiring supervisors will discuss a transition plan for the transferring employee. Transfers typically occur within two to four weeks with four weeks being the max. For academic related positions, the typical transfer would occur at the end of the academic year.

Progressive Discipline

The corrective action procedure may include, but is not required to include, the following:

1. Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

2. Counseling. If a private informal discussion with the employee was attempted and did not result in correction, the supervisor should meet with the employee and review/document the problem on a State Tech General Counseling form. The supervisor should permit the employee to present information regarding the problem, advise the employee that the problem must be corrected, inform the employee that failure to correct the problem may result in disciplinary action that may include discharge, and issue the counseling notice to the employee. An informal discussion is not required to initiate a counseling if the supervisor determines it is warranted.

3. Performance Improvement Plan. The employee's supervisor and a representative from the HR department will meet with the employee in private, review any previous counseling or informal discussions that have been documented and proceed to administer a Performance Improvement Plan to the employee. The improvement plan will clearly indicate the performance standard not being met, the conditions of the performance, the requirements of the plan and a timeline for plan completion and review.

4. Failure to improve. Failure to improve performance or behavior after the written warning may result in termination.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, the process above may be disregarded. Each attempt at Progressive Discipline will be document and retained in the Human Resource Department.

Family and Medical Leave Requests

Procedure for Requesting FMLA Leave. All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has provided this notice, Human Resources will provide the employee with the DOL Notice of Eligibility and Rights form.

Shared Leave Pool Requests

Employees request the use of shared leave by sending an email request to the Human Resources email distribution list. This email will include the reason for the request and the dates requested for the use of shared leave or appropriate length of leave needed.

Human Resources reviews the request for shared leave and gathers or requests additional information as necessary to complete the information needed to process the request. Upon completion of the packet, the Human Resources department forwards the request to the Faculty and Staff Senates for review and recommendation. Upon completion of the Faculty and Staff Senate's reviews, the packet is returned to Human Resources with a recommendation for approval or disapproval.

Upon receipt of the Faculty and Staff Senate's recommendations, Human Resources consider the entirety of the packet and recommendations of the Senates and renders the final decision. Once the final decision is made, the employee is provided the information on the decision of request.

Stay/Return to Work

Employee's must be seen by an authorized treating physician as specified by the Central Accident Reporting Office (CARO) and have any restrictions identified and documented. Upon completion, employees may request, or State Tech may offer an employee a transitional work assignment. Transitional work assignment job descriptions are based on the employee's physical limitations as indicated by the authorized treating physician, their abilities, and their release to work. Employees are required to submit the authorized provider's recommendations to the Human Resources (HR) department within one business day after receiving it or as soon as practical thereafter. Employees may not return to work without the release of the health care provider.

The employee's supervisor determines appropriate work hours, shifts, duration and locations of all work assignments. State Tech reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

Job Offer
Upon completion of the transitional work assignment job descriptions, the employee will be asked to sign a notice indicating his or her acceptance or refusal of the transitional work assignment job offer.

Any employee performing transitional position duties must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If medical restrictions change, the employee must immediately notify their supervisor and HR and provide a copy of the new medical release.

Supervisors monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

Re-employment of MOSERS Retirement Eligible Employees
Re-employment of an individual receiving a MOSERS pension benefit into a non-benefit eligible or benefit-eligible position requires that the individual has been properly terminated from their pre-retirement employment. If not, the individual may not be eligible to retire and receive benefits. Before receiving a pension payment from MOSERS, IRS rules require a "bona fide termination" of a member's employment meaning the member has completely severed employment from previous employer, the member has not entered into a prearranged agreement (written or oral), prior to retirement, with any MOSERS-covered employer for subsequent employment on any basis (full-time, part-time, or other); and the member is not subsequently employed with any MOSERS-covered employer on any basis (full-time, part-time, or other) within 30 days after their employment with their prior employer has ended. As long as these conditions have been met, an individual may be hired as a retiree into a **non-benefit eligible** position.

Filing Long-Term Disability (LTD) Claims
Employees or previous employees filing a claim for MOSERS Long-Term Disability Benefits must follow the following process:

- **Step 1: Employee initiates the claim.**
  The employee (or former employee) contacts The Standard at (844) 505-6026 to begin the claim.
- **Step 2: Employee notifies employer.**
  After filing, the employee will be instructed to notify their HR representative that a claim has been submitted.
- **Step 3: State Tech Human Resources completes the Employer's Statement.**
  HR completes the **Employer's Statement** and email it to ltdmosers@standard.com, including the employee's name in the subject line.
- **Step 4: Claim review.**
  The Standard will review the claim once all required information is received and will notify the employee in writing of the outcome.

- **Important reminders:**

- Employees and former employees cannot be prevented from filing an LTD claim.
- State Tech waits five business days after submitting the **Employer's Statement** before contacting The Standard for a status update.

Professional Development Reimbursement Procedure

College Courses Approved for Professional Development Reimbursement

Procedure

1. Upon completion of a college course(s) approved for reimbursement, the employee must submit a reimbursement packet to Human Resources, including:

- Completed reimbursement form
- Proof of payment
- Detailed student account statement reflecting charges and payments
- Transcript (Official or Unofficial) showing course completion and final grade

  a. To ensure consistency, accountability, and proper documentation, all transcripts associated with Professional Development (PD) Fund reimbursements for college courses will be reviewed by Human Resources. This will ensure the course aligns with the approved PD request, the course was successfully completed, and verify grade achieved.

  - Acceptable formats of transcripts include:
    - Electronic transcript (preferred), or
    - Paper transcript issued by the institution
    - Screenshots or student portal printouts will not be accepted
  - The transcript must clearly show:
    - Employee name
    - Institution name
    - Course name/number
    - Term completed
    - Final grade or pass status
  - Grade Requirement - Reimbursement will only be approved for:
    - Grades of A, B, or C, or
    - Equivalent (e.g., "Pass" where defined as successful completion)
  - Document Storage

   - Human Resources will upload official and/or unofficial transcripts for faculty members to the employee's Etrieve personnel file
   - Access will be limited to individuals with a legitimate business need (HR, Academic Affairs, Business Office, etc.)

2. Routing for Final Approval/payment

- After HR review and verification, reimbursement packets will be routed to the appropriate office for additional approval if applicable or payment processing (e.g., Business Office, grant approver such as Perkins, if applicable)

Other Professional Development Reimbursement

Procedure

1. Other Professional Development Reimbursement paid for by employee

   Upon completion of the approved Professional Development, the employee must submit a reimbursement packet to Human Resources, including:

- Completed reimbursement form
- Proof of payment
- Completion certification or detailed receipt

2. Other Professional Development paid for by Department Ramp Card

   When the expense is paid for with the Ramp Care, the employee must

      Include a description in the transaction that begins with APPROVED PD/EE LAST NAME/DESCRIPTION OF PD EXPENSE

   Attach all documentation to the transaction that supports the expense.