

**REGENTS' POLICY**  
**PART IV – HUMAN RESOURCES**  
**Chapter 04.03 - Recruitment and Staffing**

**P04.03.010. Recruitment Procedure.**

Standardized procedures for recruitment will be established by university regulation. No recruitment will occur without available or anticipated budgeted funds.

(06-20-97)

**P04.03.020. Screening and Selection m~~n~~ 12 Tf1 0 0 1 393 ind ipated budgeted funds.**

**UNIVERSITY REGULATION**  
**PART IV - HUMAN RESOURCES**  
**Chapter 04.03 - Recruitment and Staffing**

**R04.03.010. Recruitment Procedure: Equal Employment Opportunity Statement.**

Each regional human resources office will post the following statement:

"Applications from all persons are welcomed; women, minorities, persons with disabilities, and veterans are especially encouraged to apply. The University of Alaska does not discriminate on the basis of race, color, religion, national origin, citizenship, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sex, sexual orientation, age, physical or mental disability, political affiliation or belief, genetic information, or status as a protected veteran in employment proscribed by:

Titles VI and VII of the Civil Rights Act as amended in 1991  
Title IX of the Education Amendments of 1972  
Executive Order 11246 as amended  
Rehabilitation Act of 1973  
Americans with Disabilities Act as amended  
Pregnancy Discrimination Act  
Equal Pay Act of 1963  
Civil Rights Restoration Act of 1987  
Immigration Reform & Control Act  
Vietnam Era Veterans Readjustment Assistance Act  
Age Discrimination Act of 1975  
Age Discrimination in Employment Act  
Genetic Information Non-Discrimination Act of 2008  
Alaska Statute 18.80.220 and 14.40.050  
Regents' Policy

Inquiries concerning the application of these regulations to the university may be directed to the regional or local human resources office and/or affirmative action office, Statewide Office of Human Resources, Office of Federal Contract Compliance Programs,

- B. Hiring officials, with the assistance of the affirmative action and regional human resources offices shall make good faith efforts to recruit minorities, persons with

9. offer the position;
10. notify unsuccessful candidates;
11. submit required reports and documentation to the regional human resource office;  
and
12. forward recruitment records to the regional human resources office or maintain the records for the required period of time.

B. The regional human resources office will:

1. develop guidelines and processes for conducting and documenting recruitment and selection processes;
2. provide training on recruitment and selection processes;
3. approve vacancy announcements and advertising copy;
4. approve posted position requirements;
5. post vacancy announcements;
6. approve screening and evaluation criteria and processes prior to releasing applications to the hiring official;
7. approve screening documentation, including equal employment opportunity and affirmative action compliance, prior to proceeding to the interview process;
8. approve the recruitment process prior to authorizing the extension of a job offer;
9. for staff positions, approve the starting salary and step placement; and
10. maintain recruitment records and documentation for required period of time.

(01-12-07)

**R04.03.015. Recruitment Procedure: Recruitment Requirements.**

- A. Recruitments may be opened with or without specific closing dates. Sufficient time will be allowed to produce a pool of applicants a

C. Recruitment notices must include the following:

1. posting period;
2. position title;
3. position number;
4. notice of internal or external posting;
5. description of duties;
6. position requirements;
7. affirmative action statement;
8. reasonable accommodation statement;
9. public disclosure statement;
10. contact information.

D. The following affirmative action and public disclosure statements must be included in recruitment notices:

1. "An Equal Employment Opportunity/Affirmative Action employer and educational institution."
2. "Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act."

E. Advertisements are condensations of the recruitment notice and must include, at a minimum, the position title, posting period, contact information and the abbreviated affirmative action statement "EOE/M/F/Vet/Disabled."

F. Required education and experience will reflect the knowledge, skills, and abilities needed to perform the job satisfactorily based on the position description. Equivalencies to minimum education and experience qualifications may be allowed, except where required for licensing or accreditation.

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**R04.03.021. Screening and Selection: Reasonable Accommodation.**

- A. If a candidate with a disability, who is otherwise qualified to perform the essential duties of the position, is recommended for selection and seeks a reasonable accommodation, appropriate accommodation will be made to allow performance of the essential functions unless to do so would pose an undue hardship or direct threat.
  
- B. In determining what constitutes a reasonable accommodation, hiring authorities are required to contact the Americans with Disabilities Act coordinator and the regional human resources office. The specific accommodations are to be determined through appropriate consultation with the person with the disability.

(08-07-14)

**R04.03.022. Screening and Selection: Records and Reporting.**

**R04.03.033. Special Recruitment Categories: Casual Labor.**

Casual labor is employment of an emergency or temporary nature for no more than five consecutive days for each irregular occurrence. Casual labor employment is not covered by the recruitment and selection processes described in R04.03.010 – 04.03.022. Each MAU will establish specific criteria and define a process for casual labor. Hire documentation must be completed prior to hire and will be maintained by the regional human resources office.

(01-12-07)

**R04.03.034. Special Recruitment Categories: Promotion and Transfer.**

**R04.03.036. Special Recruitment Categories: Re-appointment of a Seasonal, Grant or Contract Worker.**

An employee may be re-appointed into a temporary or term-funded seasonal, grant, or contract position within the same or following calendar year if the employee was originally selected and employed in accordance with policy and regulation and in consultation with the regional human resources office.

(01-12-07)

**R04.03.090. Definitions.**

In this chapter, unless the context otherwise requires:

- A. “AAP” means affirmative action program;
- B. “Hiring Official” means the department or MAU level administrator, manager or supervisor who has been delegated the authority to extend a job offer;
- C. “Regional Human Resources Office” or “Human Resources Office” is the appropriate MAU office responsible for administering human resource functions.

(08-07-14)