POLICY

Employment At Will

Loyola Marymount University is an “at will” employer. This means that the employment relationship between the University and each of its employees may be terminated at any time by either the University or the employee, with or without cause, and with or without notice.

The foregoing “at will” policy may be modified only by a written document signed by the President of the University and the affected employee. No implied contract concerning an employment-related decision, term or condition can be established by any other statement, conduct, policy or practice.

Nondiscrimination and Affirmative Action

Loyola Marymount University is committed to nondiscrimination and affirmative action to achieve equal opportunity in employment. Except in situations in which it is appropriate to make hiring decisions based on religious creed, the University prohibits discrimination on any unlawful basis, including race, gender, religious creed, color, national origin, age, ancestry, qualified disability, medical condition, or marital status.

The University's affirmative action practices include:

- developing diverse applicant pools;
- recruiting individuals from protected classes for jobs from which they have been excluded or underrepresented;
- recruiting to achieve race and gender equity in work units having a disproportionate concentration of a particular race or gender;
- opening job opportunities to persons with disabilities and Vietnam Veterans.

It is the responsibility of everyone involved in the recruitment process to assist in the development and implementation of affirmative action plans with meaningful and realistic timetables for achieving optimum representation of protected classes.

Equal Employment Opportunity

To ensure equal employment opportunity, applicants should be sought within the immediate work unit, elsewhere in the University, and in the labor market whenever positions become available.

It is the responsibility of the Manager of Employment/Wage & Salary Administration (Westchester) and the Director, Human Resources (Law School) to help supervisors align affirmative action goals for minority employment with affirmative action goals for promotion from within.

Internal Applications

The University encourages qualified employees to apply for positions as they become available. Those involved in recruiting are encouraged to consider University employees as well as applicants from the job market whenever a position becomes vacant.
Avoidance of Favoritism

Persons in a close relationship may be employed within the same division, but not in a supervisor-subordinate relationship. The purpose is to avoid favoritism or the appearance of preferential treatment. If it is found that a supervisor and subordinate are in a close relationship, one of the parties may be transferred to another position. It is each party’s responsibility, supervisor and subordinate, to disclose a close relationship. Failure to disclose may result in disciplinary action.¹

"Close relationship" as used here includes blood relatives, persons related by marriage, persons dating one another, and persons living together.

"Supervision" refers to the direct supervisor-subordinate relationship.

For reasons stated previously, supervisors should also avoid hiring persons in a close relationship to work within the same department and should never have persons in a close relationship reporting to the same supervisor. It is the responsibility of the hiring supervisor to make inquiries of job applicants regarding close relationships to current LMU employees. The hiring supervisor must then report his/her findings to the Human Resources Department if those findings conflict with policy. Only the Division Senior Vice President may approve hiring persons in a close relationship to work within the same department.

PROCEDURE

Recruitment

An approved Staffing Requisition form authorizes the hiring department to begin the recruitment process and authorizes the Human Resources Office to make an offer of employment to the most qualified candidate. Following is an outline of the entire recruitment process (the hiring process varies slightly at the Law School).

Authorizations

The Staffing Requisition form is completed by the hiring department and submitted to Human Resources along with an updated job description. If the position to be filled is a new one, the supervisor should contact the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) for assistance in completing a Position Description Questionnaire. The questionnaire will be used by Human Resources as a guide for preparing a job description and determining the salary grade.

After the Staffing Requisition form is reviewed and initialed by Human Resources, it is forwarded to the Budget Manager and appropriate Division Head for final authorization. Only when the Staffing Requisition form is returned to Human Resources with the above authorizing signatures is the recruitment officially open.

Job Posting and Selection

The Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) meets with the hiring supervisor to discuss recruitment strategy and method (advertising, internal posting, search committee or individual recruiting, etc.) and affirmative actions goals² for the department.

¹ See DISCIPLINE.
² See the University’s AA/EEO guidelines available from the Human Resources Office at either campus.
All resumes and applications must first come to the Human Resources Office in order to collect and record affirmative action data. Resumes and applications are then reviewed by the Manager of Employment/Wage and Salary Administration (Westchester), or the Director, Human Resources (Law School), or the Search Committee. After initial review of the resumes and applications, an acknowledgment is mailed to all applicants.

The most qualified candidates are invited to interview. During the interview, the candidate is asked questions related to his/her knowledge, skills, abilities and experience. Based on the answers given to these questions a final candidate is selected. Those individuals conducting the interviews will take notes during the interview which will later become part of the permanent recruitment file. Human Resources is notified once the finalist has been selected.

Commitment to Employ

The Staffing Requisition form, which was received at the beginning of the recruitment, authorizes the Human Resources Office to make an offer of employment. After the hiring department selects a finalist to fill the open position, the Manager of Employment/Wage and Salary Administration or the Director, Human Resources (Westchester) prepares a salary recommendation, taking into consideration the experience and qualifications of the applicant, the approved hiring range, equity within the salary grade, and salary equity within the hiring department. The salary recommendation is submitted to the Vice President, Human Resources (Westchester), or the Assistant Director, Human Resources/Employee Relations (Westchester), or the Director, Human Resources (Law School) for approval.

Once the salary recommendation is approved, the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) may make an offer of employment to the selected candidate. The salary may be negotiated within the approved hiring range. If the salary offer must be adjusted beyond the approved hiring range, the Manager of Employment/Wage and Salary Administration (Westchester) must obtain approval for the amended hiring range from the hiring supervisor, Budget Manager, and Division Head.

Following acceptance of the verbal offer, the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) confirms the start date with the employee, advises him/her of the I-9 requirements (proof of eligibility to work in the United States), and prepares a written offer of employment to be signed and returned by the candidate. The Manager of Employment/Wage and Salary Administration (Westchester) notifies the hiring supervisor and/or search committee, the Benefits Manager, and the Manager of Training and Development of the acceptance.

After the University makes a verbal salary offer and it has been accepted by the candidate, a Personnel Action form (PAF) is used to inform various departments of the accepted offer of employment. The department head (or dean, if the hiring department is an academic unit) completes the PAF noting the type of accession being recommendation (see paragraph on accessions, below), and submits the PAF to the Human Resources Office. The PAF goes through the same signature cycle as the Staffing Requisition form. Once the PAF is approved, the new employee is placed on the payroll. The Manager of Employment/Wage and Salary Administration (Westchester), the HRIS Manager, or the Director, Human Resources (Law School) can provide assistance with completing the Personnel Action Form.

To place an employee on the payroll, the Human Resources Office must secure the following documents: employment application and resume (if resumes were considered during the selection process), I9 documentation, state and federal income tax withholding forms (vow of poverty forms for religious), conflict of interest form, employee identification form, and a Personnel Action Form.
A representative from Human Resources will invite the new employee to an orientation session to take place within the first month of his/her employment. Prior to orientation, the employee will receive a benefits package which will include literature related to medical, dental, retirement, and other benefits. During orientation the employee will receive an overview of LMU history, organizational structure, policies, procedures, and benefits program.

Closing the Recruitment

Once an offer of employment has been accepted, the hiring supervisor or head of the search committee must turn over to the Manager of Employment/Wage and Salary Administration or the Director, Human Resources documents related to the recruitment. By law, these records must be retained for several years. The Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) will review all of the documentation and follow up with the hiring supervisor or head of the search committee should additional documentation be needed.

Accessions

Prior to submitting the PAF to the Human Resources Office, the hiring department must determine the type of accession being recommended, i.e., employment, reemployment, or reinstatement. These three terms are defined below:

- Employment - An individual is employed when he/she comes to work for the University for the first time.

- Reemployment - If an individual has been separated from the University for 30 or more calendar days prior to the effective date of the current action, then he/she will be reemployed.

- Reinstatement - If an individual has been separated from the University for less than 30 calendar days prior to the effective date of the current action, then he/she will be reinstated.

Temporary Agency Workers

Following approval from the department head, all workers from temporary agencies must be secured through the Human Resources office. Please contact the Manager of Employment/Wage & Salary Administration (Westchester) or the Director, Human Resources (Law School) for assistance.

Other Terms and Conditions

Full-time undergraduate students are not eligible for employment in staff positions.

It is the usual practice of the University not to pay employment agency fees.