LOYOLA MARYMOUNT UNIVERSITY
Human Resources Policies and Procedures Manual

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 because of race, gender, religious creed, color, national origin, age, ancestry, qualified disability, medical condition, or marital status, or any other basis protected under state and federal law.

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 the disabled and Vietnam Veterans.

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.
The University strives to provide opportunities for employees to reach a level commensurate with their abilities and ambition. In support of this objective, supervisors should attempt to:

- develop opportunities for employee growth and advancement;
- ensure employees receive proper training;
- discuss promotion opportunities with employees.

An employee is promoted when he/she moves into a position which is at a higher salary grade than his/her current position. When promoted, the employee receives a salary increase normally not to exceed 10% of his/her base salary depending on his/her qualifications and taking internal equity issues into consideration. A promotion increase may exceed 10% in order to bring the employee’s salary to the minimum rate of the new grade. Under no circumstances should a promotion salary increase raise the employee’s salary above the maximum of the new grade. Promotion increases for part-time regular employees are prorated based on the number of regularly scheduled hours worked per week.

PROCEDURE

When considering a promotion action, the supervisor must consult with the Assistant Vice President, Human Resources or Assistant Director, Human Resources/Employee Relations (Westchester) or the Director, Human Resources (Law School) regarding changes in job title, grade, and salary. To process a promotion action, a Personnel Action Form (PAF) must be completed and forwarded to the Human Resources Office. The initiating office must be sure to indicate salary, effective date of action, and change of title and grade on the PAF. If the promotion involves a transfer, the PAF should be initiated by the department gaining the employee and forwarded for signature to the department losing the employee. The department losing the employee then sends the PAF to Human Resources for processing.

The University encourages staff members to apply for positions, as they become available. The University’s varied functions require a wide range of positions, so there are opportunities for advancement. Employees are notified of job opportunities via various communications: the 24 hour LMU JOBLINE, job bulletins available in the Human Resources Office, postings outside of the Human Resources Office (Westchester) and on the bulletin board in the staff lounge (Law School), and posting on the LMU/HR web site. The LMU JOBLINE can be reached by calling (310) 338-4488 (from off-campus) or extension 84488 (on-campus). The web site address is www.lmu.edu/hr/bull.htm.

1 See SALARY RANGES.
2 See WORK STATUS.
3 See PERSONNEL ACTIONS.
4 See TRANSFER.