

8.00 Eligibility For Employment

8.01 ELIGIBILITY REQUIREMENTS

An individual seeking employment must be eligible to work in the United States in accordance with the immigration laws. All employees hired after November 6, 1986, must complete a Form I-9 and submit evidence of identity and eligibility as required by the Form I-9.

If you are a former employee who terminated your employment from the College in good standing and you are seeking re-employment; you must meet all requirements for the position under consideration. If re-employed, you will be considered a new employee.

8.02 EMPLOYMENT OF FAMILY MEMBERS

Birmingham-Southern College does not permit employment of Family Members of current Birmingham-Southern College employees in the same department or in situations where one family member would have the opportunity to affect the employment of the other. Examples of situations where employment of a relative would not be appropriate:

- One family member is responsible for directing and assigning the work of the other family member.
- One family member has the authority to affect the pay and benefits of the other family member.

“Family members” within the meaning of this policy include the following relationships (including natural, half, adoptive, step, foster, and in-law):

- Spouse
- Parent
- Child
- Grandparent
- Grandchild
- Sibling
- Uncle/Aunt
- First cousin

If you are or become related to another employee and your work relationship might be prohibited by this policy, you must report the situation to the Human Resources Office immediately. The President will review situations involving the employment of family members and determine whether the working relationship is appropriate. The President's decision in this respect will be final.

8.03 PERSONNEL RECORDS

The Human Resources Office maintains a permanent employment record on you. Your file may include, but is not limited to, application for employment, references, correspondence, reprimands, wage changes, benefit enrollment forms, and tax deduction information.

During active employment at the College, you may review your personnel file upon submitting a written request for access to the Human Resources Office.

8.04 INITIAL EMPLOYMENT PERIOD

If you are a newly-hired employee, or an employee transferred to another position or an employee promoted to a higher level position, you will be considered on an introductory status for a period of ninety (90) calendar days from the date of employment or promotion. During this period, your immediate supervisor will observe your work performance and general suitability for the position. At your supervisor's discretion your introductory period may be extended for no more than an additional ninety (90) day period.

Your immediate supervisor will file a performance evaluation no later than ten (10) working days prior to the end of the introductory period. There is no obligation to continue employment through the introductory period. Your Supervisor is responsible for initiating termination if your performance is not acceptable.

You do not have access to the grievance procedure during the introductory period or with respect to termination of employment at the end of the introductory period.

An electronic copy of the evaluation will be maintained in the Human Resources Office.

8.05 JOB VACANCIES AND PROMOTIONS

Birmingham-Southern College will post openings for staff positions so that you may apply for these positions. Management may, on occasion, deem it necessary to transfer or relocate employees to other departments without posting the position.

The posting will include a job summary and minimum qualifications. If you are interested in applying for a posted position and can meet the job requirements, you must contact the Human Resources Office.

You may not apply for a posted position if you have served less than one (1) year in your current position.

You may not apply for a posted position if you have been issued any form of disciplinary notice within six (6) months prior to the posting of the open position. Birmingham-Southern College may consider disciplinary notices older than six (6) months in reviewing qualifications for the position.

Consideration for transfer will be based on the applicants' current job performance, ability to meet all posted job requirements, and Birmingham-Southern College's staffing needs. The utmost consideration in all circumstances is that service quality be maintained for all affected departments.

You are not guaranteed a promotion or transfer solely because you are the only applicant. Birmingham-Southern College may seek additional qualified applicants from outside sources when it deems appropriate. If you are not selected for the position for which you applied, the Human Resources Office will notify you.

If you are selected for a posted position, the Human Resources Office will notify you and you will be responsible for notifying your supervisor. Your starting date in the new position will be determined by management based on staffing and other departmental needs with due regard for providing the best service. It is expected non-exempt employees will serve a two-week notice and exempt employees will serve a one-month notice before transferring.

Lateral transfers do not receive a salary increase.

8.06 RESIGNATION AND TERMINATION

If you are an exempt employee you will be required to provide one month's notice when resigning from the College unless notice is waived by your supervisor. If you are a non-exempt employee you will be required to provide two working weeks notice unless notice is waived by your immediate supervisor.

The College will provide one month's notice of termination to exempt employees. Non-exempt employees will receive two working weeks notice of termination.

Benefits will cease at the end of the month following your last day worked except life insurance benefits, which terminate on your last day worked. Health insurance benefits may be continued through the provisions as provided by COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986).

See section 12.06 for an explanation of payment of accrued annual leave.

8.07 LAYOFFS

Whenever the President determines that a layoff is required, the President, the General Officers, and the Director of Human Resources will take into account the employees' relative performance levels, abilities, versatility, and the needs of the department. When all other factors are equal, seniority will govern.