

Shawnee State University

AREA: FINANCE AND ADMINISTRATION

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RECOMMENDED BY: Bane Sylvia
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SUBJECT: Security Officers - Recruitment, Selection, and Appointment

1.0 Security Officer Appointments (Classified Positions)

- 1.1 No person shall be appointed, selected, or promoted as an employee into a Security Officer position at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Persons who receive intermittent, temporary or student employee appointments in the Security Department are considered as unclassified positions.

2.0 Requisition to Fill Security Officer Vacancies

- 2.1 Whenever a vacancy for Security Officer is to be filled, the Chief of Security shall notify the University's authorized appointing authority (herein the University) and identify the position to be filled, number of positions, and whether the position(s) is to be full or part-time.

3.0 Competitive Selection

- 3.1 Vacancies for security officer shall be filled insofar as practicable by competitive selection.

4.0 Waiver of Competitive Selection Process

- 4.1 Security Officer positions may be filled without competitive selection as follows:
 1. Temporary appointments. Except as otherwise provided herein, the temporary may not continue longer than one year.
 2. The acceptance or refusal by an eligible person of a temporary appointment shall not affect the person's standing on the eligibility list for permanent appointment, nor shall the period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position.
- 4.2 In case of a specific vacancy where peculiar and exceptional qualifications of a scientific, professional, or educational character are required and upon satisfactory evidence that for specific reasons competition in this special case is impracticable and that the position can be best filled by a selection of some designated person of high and recognized attainments in those qualities, the University may suspend the provisions of the rules herein that require competition in this special case, but no suspension shall be general in its application.
- 4.3 An employee holding a position as a security officer who has been separated from service without delinquency or misconduct on the person's part, having served the required probationary period may be reinstated by the University within one year from the date of that separation to a vacancy as a security officer. An employee that is reinstated from resignation following a break in service shall be given a new hire date based on the date of reinstatement.

5.0 Notice of Vacancies

- 5.1 Notice of security officer vacancies to be filled by a competitive selection process shall be posted in conspicuous places such as a university website, job posting bulletin boards, and the University's Human Resources Department. The posting must include the minimum qualifications for the vacant position.

6.0 Formal Application

- 6.1 The University shall require persons applying for a vacant security officer position to file with the University, prior to the application deadline, a formal SSU application, in which the applicant shall state the applicant's name, address, and other such information as may reasonably be required concerning the applicant's education, training, and experience. No inquiry shall be made as to the religious or political affiliations or as to racial or ethnic origins of the applicant, except as necessary to gather equal employment opportunity or other statistics as required by law.
- 6.2 The University may require in connection with such application such certificate of persons having knowledge of the applicant as the good of services demands. The University may refuse to appoint or examine an applicant, or, after the examination, refuse to certify the applicant as eligible who is found to lack any of the established minimum qualifications for the examination or position; who is addicted to the habitual use of intoxicating liquors or drugs to excel; who has a pattern of poor habits and performance with previous employers; who has been convicted of a felony; who has been guilty of infamous or notoriously disgraceful conduct; who has been dismissed from previous employers for delinquency or misconduct; who has made false statements of any material fact or practiced or attempted practice any deception or fraud in the application or examination in establishing eligibility or securing an appointment.
- 6.3 Information showing that an applicant meets all minimum qualifications in a vacancy announcement must appear on the application or supporting documentation.
- 6.4 Failure of an applicant to indicate the qualifications as to experience or any other requirements described in the vacancy announcement will be considered sufficient cause to exclude an applicant from consideration for employment.
- 6.5 An applicant may correct an incomplete application as long as any necessary corrections are made prior to the filing deadline for the vacancy.
- 6.6 Fraudulent conduct or false statements by the applicant, or by others with his/her connivance, in any application or examination, shall be deemed cause for exclusion of said applicant from any examination, or for removal from an eligibility list, or for discharge from service after appointment from certification. The name of no person shall be removed from an eligibility list, nor shall no person be excluded from testing, nor shall any person be dismissed from the service under this section without having an opportunity to be heard in his/her own behalf by the University. If an appointee is to be discharged from service, the procedure established in Section 124.34, Revised Code, shall be followed.

7.0 Examinations and Requirements

- 7.1 Rules establishing educational requirements as a condition of taking a civil service examination shall be only adopted with respect to positions for which educational requirements are expressly imposed by law or for which the University determines that the educational requirements are job-related.

8.0 Examinations

- 8.1 All applicants for Security Officer positions are subject to examination.
- 8.2 Any examination administered under this section shall be public and be open to all. Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and any member of the national guard or a reserve component of the armed services of the United States who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or any act of Congress may file with the University a certificate of service or honorable discharge, and upon this filing, this person shall receive additional credit of 20% of the person's total grade given in the regular examination in which this person receives a passing grade.
- 8.3 As used in this division, "service in the uniformed services" and "uniformed services" have the same meaning as in the "Uniformed Services Employment and Reemployment Rights Act of 1994", 108 Stat. 31493, 38 U.S.C.A. 4303.
- 8.4 An examination may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical and psychological fitness. An examination may consist of one or more testing of any combination. Tests may be written, oral, physical demonstration of skill, or an evaluation of training and experiences and shall be designed to fairly test the relative capacity of the persons. Tests may include structured interviews assessment centers, work simulations, examinations of knowledge, skills and abilities and any other acceptable testing methods. If minimum and maximum requirements are established for any examination, they shall be specified in the examination announcement.
- 8.5 No questions in any examination shall relate to political or religious opinions or affiliations. No credit for seniority, efficiency, or any other reason shall be added to an applicant's examination grade unless the applicant achieves at least the minimum passing grade.
- 8.6 Reasonable notice shall be given of the time, place, and general scope of every competitive examination for appointment to a Security Officer position. Notice shall be posted in conspicuous public places by the University at least 5 working days prior to any examination being given.
- 8.7 The University shall prescribe the subjects of each examination and the relative weights to the attached thereto, provided that any such determination must have been adopted prior to the date of publication of the examination announcement. Reasonable accommodations may be made for the testing of physically and mentally-impaired individuals in accordance with the Americans with Disabilities Act and other applicable laws regarding disabilities.
- 8.8 The University shall determine a passing point for each examination based on the difficulty of that examination and other relevant data. When a passing point is determined, it shall be made a matter of permanent record. The University shall require a qualifying grade for any or all parts of an examination providing notice of such requirement is given in the general directions accompanying the examination. The University shall prescribe that all examinations shall be in compliance with federal selection guidelines and professional standards.

9.0 Special Examinations for Individuals with Disabilities

- 9.1 SSU does not discriminate against a qualified individual with a disability because of the disability with regard to job applications, hiring, compensation, job training, or other terms, conditions, and privileges of employment.
- 9.2 A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. A disabled individual or potential employee who requests reasonable accommodation shall identify the specific job requirement that he or she believes should be modified through reasonable accommodation. SSU will provide necessary reasonable accommodation, if it can do so, without undue hardship on the operations of SSU.

10.0 Examination Guidelines

- 10.1 Notice of examinations shall be posted in conspicuous places such as an employment website and the University's Human Resources Department.
- 10.2 No applicant shall be admitted to any written examination more than fifteen minutes after the advertised time for the beginning of such examination.
- 10.3 No applicant in any examination shall be given a longer time on any subject than prescribed by the University. The University may establish separate time limits for the individual accommodation of disabled applicants.
- 10.4 No visitors will be admitted to the examination room during any examination except by special permission of the examiner in charge. Applicants may not place or accept phone calls or electronic communications during an examination.
- 10.5 Any competitor shall have the right at any time within the period of ten days after receiving notice of the examination grade to request, in writing, a review of his/her own papers to learn the markings given on each subject or question and to submit in writing for the University's consideration, any objection or protest he/she may wish to make concerning the grades given. No objection or protest concerning an examination, not submitted in writing, shall be considered unless it relates to the conduct of examiners, the securing of unlawful assistance by a competitor, or such other circumstances in connection with an examination as would call for an investigation on the part of the University and which would require that the information submitted be given in confidence. An applicant who exercises the right to inspect his/her examination papers shall not be permitted to again take an examination for the same classification within a four month period following the inspection, unless an alternate form of the examination is given. Inspection shall not be permitted of standardized tests prepared by experts outside the state service, where such inspection would tend to reduce the validity of tests results.
- 10.6 No grades given on any examination shall be changed after the posting of the eligibility list, except after the consideration of reasons submitted in writing by the competitor objecting and report thereon by the University's properly authorized examiners; provided that the University may correct clerical errors of examiners or employees at any time before the cancellation of such lists.
- 10.7 Examinations, unless cancelled or postponed, must be held upon the dates fixed by the University. A scheduled examination may be cancelled or postponed by order of the University. Reasonable efforts shall be made to notify each approved applicant of cancellation or postponement.

- 10.8 When proof of military service, as noted herein, is presented to the University and the applicant, being otherwise eligible, has received a passing grade on any examination for an original appointment, he or she shall be granted additional credit of twenty percent of such grade, thereby receiving a final grade of twenty percent higher in view of the above mentioned service. The applicant must submit proof of honorable discharge or honorable separation from active military service prior to the posting of an eligibility list.
- 10.9 Repeating examination. An applicant that has completed a civil service examination may not repeat that examination or take an examination for the same classification within four months from the date of the original examination, unless an alternative form of the examination is given or other standards are specified in the examination announcement, provided that the University's designated appointing authority may waive in writing this rule upon request from an applicant stating substantial reasons for granting such waiver.
- 10.10 Release time for examination. University employees shall be allowed necessary time without loss of pay to compete in any civil service examination conducted by the University.
- 10.11 Character and fitness of applicant. Satisfactory information produced at any time to the University, either before or after the examination, that an applicant has committed acts which demonstrate character traits which could be detrimental to successful performance of the employment sought, or of the applicant's dismissal for good cause from any branch of public service, or of his/her conviction of a job related felony or has an established pattern of poor work habits and performance with previous employers, shall be sufficient to exclude the applicant from examination, or to remove the applicant's name from any eligibility list, providing such person shall be notified as to the reason and shall be given the opportunity for a review by the University. All documentation submitted by applicants or references as character and fitness shall be subject to investigation by the University.
- 11.0 Appointments from eligibility lists
- 11.1 The Chief of Security will notify the University that there is a need to fill a security officer vacancy, and the University shall, except as otherwise provided in these rules, forward the names and applications of the candidates who completed the application process by the deadline, and who are eligible to the Chief of Security.
- 11.2 A University selection committee shall review the applications and select for interview the applicants who best meet the qualifications for the position.
- 11.3 When an examination is not required, the University shall prepare an eligibility list of the persons who completed the application process by the deadline, who meet the minimum qualifications, and who are eligible.
- 11.4 From the returns of the examinations, the University shall prepare an eligibility list of the persons whose general average standing upon examinations for the grade or class is not less than the minimum, and who are otherwise eligible. Those persons shall take rank upon the eligibility list as candidates in the order of their relative excellence as determined by the examination without reference to priority of the time of examination. If two or more applicants receive the same mark in an open competitive examination, priority in the time of filing an application shall determine the order in which their names shall be placed on the eligibility list except that applicants eligible for veteran's preference shall receive priority in rank on the eligibility list over nonveterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing the application. The term of the eligibility of each list shall be fixed by the University at not more than one year.

12.0 Eligibility lists

- 12.1 The period of eligibility for an applicant on an eligibility list shall be no longer than one year from the date the name was placed on the list. The University's authorized appointing authority may develop an eligibility list for each posting or fill a number of vacancies for the same classification from an existing eligibility list.
- 12.2 When for any reason the University shall hold an examination to create an eligibility list for a security officer position any person who has an exam score on file that is less than one year old and greater than four months old, may retake the exam. The individual shall be given the higher grade on the subsequent eligibility list.
- 12.3 Whenever in the judgment of the University action is deemed advisable on account of errors or fraud in connection with any examination, a re-examination of applicants shall be ordered and the eligibility list shall be amended in accordance with the results of such re-examination. After an eligibility list is prepared and posted it shall not be revoked except upon written notice to all those on said list. An appointment made from an eligibility list shall be considered valid even if fraud or error is discovered after the appointment has been made, provided the person appointed was not involved in such fraud or error.

13.0 Recommendation to hire

- 13.1 The Security Officer hiring committee shall recommend to the University the name of the candidate to whom an offer of employment should be extended. If there are multiple vacancies, the committee may recommend multiple candidates for consideration. Only the University's authorized appointing authority may extend an offer of appointment.
- 13.2 When an applicant whose name has been included on an eligibility list indicates not being interested in the position, or declines an offer of appointment if one is made, the individual's name shall be removed from the eligibility list, subject to the following qualifications:
 1. The applicant's decision is based on military service his/her name shall be restored to the list when he/she indicates their availability for consideration.
 2. An applicant whose name has been removed from a list under this rule may be restored to the list upon presentation to the University of reasons or evidence which would justify restoration to the list.

14.0 Temporary Assignments

- 14.1 Except as provided herein, a temporary appointment may not continue longer than one year, and in no case shall successive temporary appointments be made.