



- c. Assist in obtaining prospects and reviewing candidate suitability for all staff positions.
- d. Approve and coordinate travel of applicants for recruitment.
- e. Develop and/or approve all recruitment advertising in local and national media.
- f. Ensure that all advertising includes a statement regarding AURA's equal employment opportunity policy as well as its commitment to affirmative action in employment. As an Equal Opportunity and Affirmative Action Employer, AURA and all of the Centers, will not discriminate based on race, sex, color, age, religion, national origin, sexual orientation, gender identity/gender identity expression, lawful political affiliations, veteran status, disability, and/or any other legally protected status under applicable federal, state, and local equal opportunity laws.
- g. Determine and/or approve candidate suitability for a position, rate of pay, eligibility for relocation, acceptability of background and references, proscribed country clearance, benefit eligibility, formal offer, and any other term or condition for employment.
- h. Extend offers of employment.
- i. Coordinate all visa and immigration requirements for candidates.
- j. Provide employment references for terminating or former employees. (References are limited to last position held and dates of employment). Salary information may only be, confirmed or not confirmed, if provided by the requester. No other information may be provided unless a written authorization and release is provided by the employee.
- k. Ensure that new hires complete and comply with all organization, as well as Federal, State and local, documentation requirements including immigration documentation, new hire registration, Invention and Proprietary Information Agreement, etc.
- l. Ensure timely notification of other Human Resource Offices in the event of inter-organizational recruitment.

**Exceptions to the above may only be made by the Center/Site director or designee.**

- 6. Open positions generally will be posted. Staff members, who are qualified and express timely interest in a position to the Human Resources Office, generally will be considered for placement in vacancies before outside recruitment is used. Internal and external campaigns may run simultaneously.
- 7. All candidates must file an application for employment through the defined application process to be considered an applicant. Applicants will be advised that their background and previous work performance could be investigated and verified. AURA has designated that hires for certain positions, particularly those with fiduciary and/or financial responsibilities require criminal background checks.

8. Center/Site Human Resources in conjunction with site management, will establish a position approval and requisition process appropriate to meet the staffing requirements of each site.
9. For certain positions, a hiring committee may be appointed to review, interview and recommend qualified candidates for appointment/hire. The chair of the hiring committee will insure that certain recommendations are followed. These recommendations include:
  - a. Committee membership should include individuals with different perspectives and expertise.
  - b. Committee membership should include individuals with a demonstrated commitment to diversity and inclusion.
  - c. The committee itself should be diverse in membership.
  - d. At least one member will serve as an advocate for women and minorities.

For additional information on AURA's commitment to diversity and inclusion, see AURA policy XXI – Equal Employment Opportunity and Affirmative Action.

10. A spouse, significant other, or other relative, of a person already employed by AURA shall not be appointed to a position where his/her work would be supervised by, nor where his/her salary, advancement or working conditions would be determined by, a spouse, significant other or relative. Where the most suitable position for a spouse, significant other or other relative of an AURA employee would normally fall within the authority of that employee, the Center/Site director, or designee, will adjust the lines of authority to avoid such circumstances. Appointments of spouses, significant others or other relatives to the same AURA Center, site or division of an AURA Center may be made provided appropriate positions are available and salaries and other benefits accord with the responsibilities of the position and the qualifications of the applicant.
11. Minors shall be employed in accordance with Federal, state and local law.

## B. REASSIGNMENT AND TRANSFER

AURA supports the re-assignment and transfer of employees between positions, departments and/or Centers, particularly in times of a reduction in force. Each Center/Site shall determine appropriate guidelines to facilitate reassignment of staff, where required.

1. Staff members may be reassigned between departments within AURA Centers/Sites (including those providing support to outside agencies) to meet changes in funding, workloads, or requirements. Reassignments will be at the convenience of the Center/Site, with consideration being given to the employee's wishes.
2. Supervisors having vacancies are not to recruit by direct contact personnel assigned to other programs, services or Centers. Any effort to generate or determine an employee's interest in a vacancy must be through the Center/Site Human Resources Office and the employee's current supervisor.
3. AURA may consider employees impacted by a reduction in force for transfer to other

positions within or across its Centers/Sites.

- a. The process will be coordinated through the Human Resources Offices.
  - b. Impacted employees generally will be given priority in the recruitment process; however, the best qualified candidate will be selected for the position.
  - c. Compensation and benefits (including relocation) will be based on the location of the new position, AURA policy and Center/Site practice. Eligibility for some benefit programs may be affected.
  - d. Tenure generally does not transfer from one AURA Center to another.
  - e. Generally, the impacted employee will not receive a severance payment if they are successful in obtaining an alternative position prior to their severance date.
  - f. In the event that an individual is transferred from one AURA Center to another, at the request of AURA, the individual transferring is not considered to have been terminated and rehired for the purpose of seniority or payout of leave balances.
  - g. The Center/site Human Resources Office will track the original date of hire within the AURA system as well as the current dates of employment with the respective Center.
4. All service will count for establishing leave accrual rates and seniority for service awards.
  5. In the case of transfers and/or reassignments which create a vacancy, the supervisors involved, in conjunction with the Human Resources Office supporting the site, will coordinate the timing of the transfer to minimize any adverse impact on either function.

**Each AURA Center/site will adopt such procedures and processes necessary to execute this policy.**

**Policy Title and Number: B-I Employment and Reassignment**

**Name of Policy Owner:** Human Resources

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