

Personnel Issues

Delaware State University is an equal opportunity employer. All educational and employment activities are administered without discrimination because of race, color, religion, national origin, age, or sex in accordance with all local, state, national laws, executive orders, regulations and guidelines.

If new persons are to be hired to work on the grant project, the principal investigator must contact the Office of Human Resources. A person cannot start work unless the Personnel Action Form or Letter of Appointment and final clearance have been given by Human Resources.

A Personnel Action Form and a Recommendation to Hire memo to hire must be completed and approved before any action is taken to fill a vacancy. When a decision is made to hire a person, a Personnel Action Form and a Recommendation to Hire memo must be completed and approved before the employee will be placed on the payroll; the employee cannot be paid until an Immigration Form I-9 is completed and a Social Security Card is presented. New employees (staff) must report to the Office of Human Resources prior to beginning/commencing/starting work. Again, a person cannot start work unless the President's signature is on a Contract, Personnel Action Form or Letter of Appointment.

For federal program hiring, all employment procedures as set forth above must be followed. If the appointment is a supplemental assignment to a regular employee, the duties and time for performance must be clearly described. Federal regulations require auditable record of time spent for employees in programs sponsored by Federal Agencies. This is done by using the Time and Effort System on this website under the grants and proposal forms link. DEANS, PROGRAM DIRECTORS AND/OR DEPARTMENT HEADS ARE RESPONSIBLE FOR ENSURING THAT NO ONE IS ALLOWED TO WORK FOR THE UNIVERSITY UNTIL ALL OF THE PERSONNEL PROCEDURES HAVE BEEN CARRIED OUT.

Source URL: <http://www.desu.edu/research/personnel-issues>