Human Resources Department
Covid-19 Interim Hiring Policy – As of 7/24/20

Hiring, transfers, promotions and base pay increases for all campus employment types will now require review and approval by each respective VP. Internal promotions, searches and hires currently in progress may continue with this approval. Written or verbal offers extended as of July 24, 2020 may continue with approval. Exceptions to the VP approval requirement are noted below.

It is critical that hiring managers assess the timing, urgency and mission-critical nature of the work before proceeding with searches, hires and promotions that impact the campus budget. In addition, the type of work and the extent to which work could be performed remotely and or safely on campus should be part of the evaluation.

Exceptions:

A. Non-remunerative and volunteer appointments.
B. All undergraduate and graduate student positions, including student stipends, fellowships and student faculty appointments (instructional and non-instructional), may proceed with DH/Dean/VP approval, if there is work available and able to be performed.

Requesting Approval

VP's will be included on all job and offer approval queues within PageUp – in addition to the traditional department and financial approvers. The hiring department must be prepared to justify the urgent and mission critical need for promoting or filling a position including:

- Why this position is needed now
- Where and how the work will be performed
- Risk or implication of not filling the role

Internal Promotions & Searches in Progress

Currently active searches or internal promotions/direct appointments wishing to continue will require VP approval. Offer approvals will be obtained using PageUp.

Additionally, the Human Resources team will be reviewing all candidate and employee salary offers to ensure we are equitably paying based on factors such as job scope/complexity, unique skill set, relevant professional experience as compared to the minimum qualifications of the role, education, and sustained performance, as applicable and compare this data against a variety of market surveys, including CompAnalyst, College and University Professional Association for Human Resources (CUPA-HR), and Employers' Council.

Performing a compensation analysis ensures Mines' pay decisions are in line with both external factors, such as current market trends and values (market equity) and internal needs (internal equity), including Mines' goals.

Due to the influx of reviews and analysis required, this analysis is taking on average 3 to 4 business days. Thank you for your patience as the compensation team works through these to ensure both compliance and equitability.

Background Checks

Please note that significant delays in background check processing are occurring across the country right now. Mines HR is processing checks as soon as candidates accept offers. However, receipt of information from various municipalities has been delayed. Many counties and states do not have online records, and we are experiencing significant delays in these areas.

In cases where a background check cannot be completed due to government office closures, a hire can be finalized and the employee may start their role conditionally. HR will track any incomplete background checks and complete the background check when circumstances allow to ensure pre-employment conditional terms are met. Discrepancies found during the check may result in employment action depending on the circumstances.

Questions:
Contact recruitment@mines.edu / 303-273-3250
Covid-19 HR Guidance: https://www.mines.edu/human-resources/

Onboarding Considerations for New Employees

Follow these guidelines to help new employees work remotely:

- Include new hires in remote meetings when possible.
- Identify ways to onboard and train the employee through remote means.
- Consider having new employees work through online training or participate in online professional development courses or readings.
- Reference the telecommunicating [guidelines](#).