

**UWG POLICY NUMBER: 6.1**

**UWG POLICY NAME: Employment Practices**

**POLICY:**

The University shall comply with all applicable laws and regulations for recruitment, hiring, and conditions for employment at the University of West Georgia (UWG).

**CONTEXT:**

This policy applies to:

- All UWG employees, units, employment applicants, and third parties engaging in activity covered by this policy and its procedures.

*The Chief Human Resources Officer is authorized to establish procedures to implement this Policy.*

**SIGNATURE OF THE PRESIDENT**

  
\_\_\_\_\_  
*University President*

*4/24/18*  
\_\_\_\_\_  
*Date*

Reviewed by University General Counsel:   
\_\_\_\_\_

## **ADMINISTRATION & ADDITIONAL RESOURCES**

**Short Title:** "Employment Practices"

**Previous Versions:** N/A

**Oversight:** Chief Human Resources Officer

### **Additional Resources:**

- Board of Regents Policies - <http://www.usg.edu/policies/>
- Board of Regents [Human Resources Administrative Practice Manual](#)

### **Associated Procedures:**

- Hiring Practices
- Conditions for Employment – *incl.* Employment of Foreign Nationals; I-9 Documentation; Loyalty Oath; State Security Questionnaire; Employment Screening (i.e., credit check, drug testing, and background investigation)
- Categories of Employment – *incl.* Temporary, Part-time, Full-time, etc.
- Relocation Expense
- Training & Compliance – *incl.* Ethics, Safety, etc.
- Provisional Period for New Hires, Transfers, and Re-hires
- Third Party Vendors