



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 3101

Policy Title: FIRST DAY of EMPLOYMENT

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision or Creation: March 2008

A. PURPOSE

The purpose of this policy is to provide guidelines for the Southern Virginia Higher Education Center (SVHEC) new hire or rehire on the first day of employment.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

New Hire – Someone whom has never worked for the Agency or state.

Rehire – Someone whom has worked for the Agency or the state, left employment and returned.

D. SCOPE

This policy is applicable the SVHEC Human Resources Department and all Hiring Directors and Managers. SVHEC policies are located on the website www.svhec.org.

E. POLICY STATEMENT

1. The Human Resources Manager and the Hiring Manager determine the first day of employment for new hires: Full-time = 10th and 25th of the month and Part-Time = 1st and 16th of the month.
2. Exception to the Full-Time start date must be approved by the CFOO.
3. Exceptions to the Part-Time start date may be made at the discretion of the Hiring Manager with approval from the Human Resources Manager.
4. New hires will always attend an onboarding Orientation with the Human Resources Manager before reporting to the respective Hiring Manager.

F. RELATED INFORMATION

N/A

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/01/2013

Date

Executive Director – Provisional Approval of Policy:

Betty H. Akers

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates:

Scheduled Review Date: February 2019

