

PROCEDURE

Action by:

Action:

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| <p>New Hire</p> <p>Human Resources</p> | <p>b. If approved, documents compliance in Banner and files.</p> <p>8. When applicable, notifies department director if a waiver has been approved or if there are issues in regards to the waiver.</p> <p>9. When applicable, notifies new hire and department director 2 weeks prior to end of 60 day grace period of pending termination due to documentation not being received.</p> <p>10. Takes action or no action.</p> <p>11. Processes paperwork if provided by new hire (repeats steps 5-9).</p> <p>12. Initiates termination process if no documentation received by end of 60 day grace period.</p> <p>13. Reinstates New Hire if provides acceptable document received within 30 days of termination.</p> |
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