

EMPLOYMENT POLICY

I. Employment Policy

The Ateneo de Zamboanga University believes that it is the school's privilege to select and hire personnel who meet its employment standards. An Ateneo employee should be able to carry out the assigned work completely and have the capacity for growth. Applicants for employment are considered on the basis of individual qualifications. The minimum entry qualifications are dictated by the requirements of the job and defined in the job specifications.

The Ateneo believes that people should be treated such that they can contribute through their jobs to the overall efforts of the school and at the same time achieve personal satisfaction. The Ateneo and its employees have certain basic responsibilities toward each other. The Ateneo's responsibility is to try to give each employee continuous employment and a just compensation, recognition and reward for individual effort, and opportunity for growth and development as a person. Employees have the responsibility of using their best efforts and skills in performing their job for the benefit of the Ateneo community and those it serves.

II. Employment Classification

Personnel in the school community are classified as administrators, faculty, academic and service staff.

Those who possess certain prescribed academic functions directly supportive of teaching go under the category of academic staff. In the Ateneo, this category includes the following groups: registrars, librarians, guidance counselors, researchers, campus ministers, program officers, and the special assisting staff of the Grade School.

Those who perform administrative but are not involved in academic work come under the category of service staff. The following groups come under this category: janitors, general maintenance, clerks, secretaries and other professional staff such as the nurses.

III. Recruitment

The Human Resource Administration and Development Office (HRADO) is responsible for recruiting qualified candidates for staff positions. The said office is given notice of the staff positions needed to be filled in individual offices. Personnel Request forms are available at HRADO. It starts recruiting by searching for potential candidates from

among interested and qualified employees or applicants on active file. If necessary, it places advertisements or contacts recruitment sources. Ateneo employees may help by referring applicants to said office.

IV. Hiring Procedure

To become an employee of the Ateneo de Zamboanga, an applicant goes through some or all of the following phases of the hiring procedures.

1. For employment application, an applicant fills out a Personnel Data Sheet which he/she signs to attest to the truth and accuracy of the information given. This form, available at the HRADO, serves as the employee application form which, upon employment, becomes part of the employee's file with the office. All information on the Personnel Data Sheet is subject to verification, and the Ateneo reserves the right to dismiss an employee found to have falsified data.

2. A preliminary interview is conducted and a reference check is made by gathering pertinent information from the references given by the applicant in the Personal Data Sheet.

3. A set of employment tests is given to the applicant who passes the preliminary screening. These are the standardized psychological test and skills tests administered by the Testing Center. The test results will help indicate if the applicant is suited for the job. Test results are confidential and may not be shown to applicants or to unauthorized persons.

4. NBI and Police Clearances are required from an applicant who is considered for a job. These clearances are to be forwarded to the HRADO.

5. A medical examination/clearance is also required. The medical examination consists of a physical examination (at no cost to the applicant) by the school physician; a chest x-ray and a Hepa-B examination (at the applicant's expense) done by a laboratory acceptable to the school.

6. Finally, an interview is conducted by the supervisor of the hiring unit or office. Upon the supervisor's recommendation, a temporary or probationary appointment shall be issued.

7. Additional details regarding faculty hiring procedures are found in the Faculty Manuals of the different units.

8. Screening Process for Hiring Purposes

1. Review of papers (application letter, resume, clearances, Transcript of Records by the Recruitment staff
2. Interview by Dean/Principal/Chair if Faculty; by HRADO Director / Office Head if staff
3. Dean, Principal , and Chair talk with each other and make a first level decision if faculty; HRADO Director, Office Head talk with each other and make a first level decision if staff
4. Aptitude and psychological tests, demonstration class, and background check if faculty; aptitude and psychological tests and background check if staff
5. Second level decision based on results of test by dean, principal and chair, if faculty; by HRADO Director and office head, if staff
6. HRADO reviews medical and other requirements
7. Final decision by the office concerned

Note: All PhDs and those coming in for part-time work will be expected to go through steps a, 2, 4 (background check).

V. Orientation of New Employees

All new employees hired for existing plantilla positions and others who hold contractual positions are required to go through a program of orientation where the school's vision and mission are explained and expectations and school policies are discussed.

As a follow-through, all are required to participate in the school's continuing programs for formation and development.

VI. Personnel File

Profiles of school employees are kept on a permanent and confidential basis by the Human Resource Administration and Development Office. The personnel file contains basic information about an employee in connection with his/her employment. Certain personal data which are subject to changes should be reported promptly to HRAD:.

1. Changes in civil status and in the number of dependents. This information may affect an employee's withholding tax exemption, as well as the coverage of his/her dependents in certain benefit programs.
2. Changes in home address and telephone number. These will help the school reach the employee (or the family) in an emergency.

3. Passing a board examination and new degrees earned. This information may be useful when an additional assignment or a promotion is being considered.

VII. Performance Evaluation

The performance evaluation is the mechanism to review an employee's performance. The university uses a 360-degree evaluation scheme, a process which calls for the participation of the employee, the superior, and at least two peers.

Employees likewise evaluate their supervisors to review their leadership and management styles. This evaluation on supervisors provides the administration with insights on the supervisor's fitness for a particular department.

The overall performance evaluation ratings are a basis for considering a promotion in rank.

Evaluations are done once a year, before the end of the school year.

VIII. Promotion

When an employee accepts a job, he/she looks forward to growing with the institution. It is expected that he/she does his/her job well, improves himself / herself and acquires the skills and experiences required for future advancement. Eligibility for promotion depends on the employee's qualifications, performance, initiative and leadership qualities; seniority alone is not enough.

There are three ways by which an employee may be promoted: through a reclassification of his/her position to a higher level, as a consequence of position re-evaluation or through appointment to a vacant position at a higher level. A third way is promotion within the same level as a result of rank and step movement. (Refer to the Rank and Promotion Scheme of the unit's Faculty Manual and of the Academic and Service Staff Manual).

On the basis of established schemes, an academic or service staff may apply for movement in rank or step every five or three years, respectively. If qualified, a movement in rank or step is covered by an equivalent percentage increase in salary.

IX. Transfer

Transfer or reassignment is a lateral movement from one position to another. Although transfers may involve changes in duties and even in pay, these are incidental rather than essential in the transfer. The transfer may be initiated by the employee, if the employee believes that he/she is equipped for work other than what he/she is

presently doing. In some cases, supervisors may initiate the transfer. The same general qualifications apply to transfers as to promotions.

Transfer usually involves a trial period of three to six months, and the employee, with the approval of the current supervisor, may be allowed to go back to his/her former job should things not turn out as expected. The supervisor will be observing how well the employee takes to his/her new job. A formal arrangement on the trial period is drawn up between the employee and the supervisors concerned. The transfer can be made permanent upon the employee's successful completion of the trial period.

X. Length of Service

Seniority in employment is a privileged status, attained by an employee by reason of length of service in the school. It has a direct relationship to certain benefit programs. Length of service is computed from the employee's first day of work. However, availing of benefits begins only upon becoming a permanent employee. Paid leaves (ex. Vacation leave, sick leave, emergency leave, maternity leave, and paternity leave) do not break continuity of service.

The school recognizes the service rendered by its employees at its yearly Service Awards Program. Tokens of recognition and a reasonable cash gift are given to employees who have completed ten years of service and every five years thereafter. Employees who have completed twenty-five years of service are each given a gold wrist watch to highlight this important milestone. Aside from this, the awardees are honored at a presidential dinner at which all awardees and retirees are among the guests.

XI. Termination of Employment

Termination of employment means leaving the school for any reason, e.g., resignation, layoff, retirement.

Obtaining of the school clearance is a part of the termination procedure. All accountabilities must be settled, or some suitable arrangement made. Upon completing the clearance and signing the quitclaim, the employee receives his/her final paycheck. This usually includes the equivalent of the 13th month pay and all amounts due him/her at termination.

Resignation is the termination of employment initiated by the employee by giving up his/her position. A letter of resignation is to be submitted at least one month (30

working days) before date of effectivity. Such advance notice helps in the preparation of the paycheck and computation of benefits at termination of employment. The resignation letter, addressed to the President through the Unit/Office Head, is endorsed to the former by the latter with the proper remarks like “endorsed for approval” and other pertinent information.

Copies of the resignation letter, duly noted by the President, are furnished the supervisor, the HRADO Director, and the Treasurer.

In case of faculty, however, considering the nature of our commitment to the students, no resignation is to be accepted within the term for Collegiate and Graduate faculty or within the school year for High School or Grade School faculty. If the employee decides to leave without proper acceptance of his/her resignation, he/she will be considered dismissed in which case all pertinent benefits will be deemed forfeited.

The Ateneo of course understands emergency situations on a case to case basis and will so give exceptions when necessary.

Retirement is the terminal point of an employee’s full-time permanent position with the school. The normal retirement age in the Ateneo is 60. In special cases and considering government regulations, retirees, as needed, may be contracted for specific periods of time, e.g., half time or even three-quarter of time as teachers or staff. They may be contracted as consultants or assistants for specific projects or jobs as needed.

Termination of employment by dismissal is done at the will of the employer with prejudice to the employee. Dismissal may be due to some misconduct committed by the employee such as abandonment of responsibility, inability to meet the institution’s standards of performance, violation of rules and regulations, and insubordination. The decision to dismiss an employee requires the approval of the school’s President. A decision to dismiss is made only after due process has been observed.