**Recruitment and Employment policy**

**New Position Opening**

            In case of a need for opening a new position in the department, the head of the department fills in the New Position Opening Form and submits it to the Human Resource Management (HRM) department.

            After discussing the issue with the appropriate department supervisor and receiving approval, the Human Resources manager classifies the new position according to the existing job classification, defines salary range for it and submits to the AUA President for final approval.

**Vacant Positions**

            The AUA strongly believes in the internal promotion and personal development of its Employees and gives due consideration to the advancement of deserving Employees who have demonstrated outstanding performance and dedication in their prior work at the AUA when new positions become available.

            When positions must be filled with new Employees, employment opportunities at the AUA are publicly advertised to attract the most qualified pool of applicants. This may include advertising in newspapers of general circulation, radio, WebPages special announcements or any other means deemed appropriate for a particular position. In general, employment opportunities shall also be placed on the AUA website and be displayed at the AUA.

            Employment announcements include the job title, job classification, job description listing of responsibilities and minimum qualifications required.

            In order to be considered for a position, applicants are to complete the required AUA Application Forms and/or to submit a resume and recommendations as requested. The AUA selects the applicant who is deemed to be most qualified to perform the duties of the position effectively.

            The AUA HRM department coordinates staff recruitment, interviewing, hiring and firing procedures. It works closely with deans, program and center directors, department heads and other staff supervisors, to determine the particular job requirements for each position. The HRM department may, if requested, suggest a short list of potential candidates for each position. Final interviews shall be conducted by those who are in charge of a college, program, department or center where the staff member will be working. Final decision about employment will be made by the AUA President.

**Employment of Immediate Family Members**

            The AUA believes that the employment of immediate family members in certain circumstances may impact objectivity at work, affect the work of colleagues and create potential conflicts of interest between Employees.

            For purposes of this Policy , an immediate family is defined to include the following family members: the Employee’s spouse, children, parents and siblings. The employment of immediate family members in the same college, center or department may be permitted when such employment is deemed not to jeopardize any AUA policy and is deemed to be in the best interest of the AUA. Additionally, one family member cannot be responsible for making decisions in personnel matters regarding other members of the same family or household, such as, the hire, promotion, retention, compensation, assignment of work, evaluation or other conditions of employment.

            If two Employees become immediate family members during the course of their employment at the AUA, and one of them is in a supervisory relationship with the other, both Employees must inform the AUA Administration. In such circumstances, the AUA reserves the right to reassign Employees to other positions, alternative supervisor or change their working relationship.

**Dual Employment and Protection of AUA Interests**

Dual employment is regulated by the RA Labor Code. Dual employment can be external (outside organizations) or internal (funded by AUA or by external sources) to AUA, and these alternatives require different considerations. In cases of internal dual employment, the available vacant positions will be announced openly, and a new contract and/or contract amendment to the contract will be signed.

*External dual employment*

Employees may, from time to time, take on certain assignments outside of the present position, provided that these assignments are not in conflict or in competition with the present AUA work/projects and can reasonably be accomplished during the Employee’s free time, do not interfere with the Employee’s regular duties and responsibilities and do not adversely affect his/her performance at the AUA.

Employees are advised to consult with their supervisor to ensure their second employment does not create a conflict with the present AUA employment. The AUA Administration reserves the right to disapprove of any outside employment for its Employees if it is deemed that the Employee's alternative employment place or method may create a conflict with the present AUA employment. For example, not to participate personally and not to support anyone and/or company participating in a funding project for which the Employer has provided an offer or a bid.

*Internal dual employment*

An AUAF administrative Employee may take on career building and/or needed dual assignments ~~as described above~~ in the same department or another department at the AUAF, provided the AUAF Administration and the Heads of involved departments pre-approve the assignment and agree on its particular terms.  In these cases, where the Employee’s regular employment will be reduced by a certain percentage not exceeding 50% of regular working time to allow for successful implementation of both responsibilities, whereby the total employment will not exceed 100%. In rare cases, engagement in other assignments/projects may reach to 100% (subject to approval by the AUAF administration), i.e. fully freeing up the employee from her/his regular employment/working time for the period of this engagement.

During external project engagement, the Employee will receive the rate that the external project sets for the hours worked within it. An additional job description should be submitted for the new assignment listing responsibilities, qualifications and duration. All dual assignments should have specified job descriptions that clearly describe the base for salary level in the different assignments. If the rate of the other assignment, including an externally funded project, is lower than the Employee’s regular salary rate, the Employee shall keep her/his regular salary.