

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4538-19

CATEGORY: Human Resources

CONTENT: Verification of Hiring Credentials Policy

APPLICABILITY: This policy will be applicable to all classified and unclassified employees of the LSU Health Care Services Division (HCSD) Headquarters Office and Lallie Kemp Medical Center (LAK).

EFFECTIVE DATE: August 2, 2001

REVIEWED AND/OR REVISED: December 31, 2007
August 22, 2008
February 26, 2010
February 26, 2011
May 14, 2012
March 31, 2014
February 10, 2015
April 7, 2017
December 18, 2018
December 5, 2019

INQUIRIES TO: Human Resources Administration
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Note: Approval signatures/titles are on the last page

VERIFICATION OF HIRING CREDENTIALS FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES

I. POLICY STATEMENT

It shall be the policy of the LSU Health Care Services Division (HCSD) that Appointments requiring official verification of education, licenses, etc., to qualify for jobs be furnished by an employee to the appointing authority or designee of the employing agency in accordance with established policy. Examples include, but are not limited to: college course work; baccalaureate or other degrees; business or vo-tech school course work and/or training; military service for which veteran's preference points are claimed; and/or professional licenses or certificates.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LAK).

II IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Deputy Chief Executive Officer.

III GUIDELINES

A. Verification of college course work, baccalaureate degrees, military service, business or vo-tech school course work, and/or professional licenses or certificates are required as follows:

1. Such documentation is required by the Department of Civil Service, LSU-HCSD, or other regulatory agency to verify qualifications for a job or to perform certain services.
2. Credit for such qualification has been claimed by the employee on his/her resume and/or Civil Service application.
3. Such credit is a determining factor or required in meeting the minimum qualifications for the job to which the employee has been appointed.

B. Official verification of college course work shall consist of an original official transcript. "Official" transcript is defined as:

1. Transcripts issued by the institution and marked "OFFICIAL" or with the institution's seal. The Registrar's signature should be written across the seal and should be legible on a copy even if the seal itself does not show up.

Copies will NOT be accepted.

2. Electronic Transcripts (E-Transcripts) will be accepted if the e-transcript is e-mailed by the university directly to the hiring agency's Human Resources office.

An e-transcript that is printed or forwarded electronically by a student is NOT considered an official transcript and will NOT be accepted.

- C. Business or Trade School: A letter or other official document indicating completion of the specific course work required for qualifying.
- D. Military Service: The DD-214
- E. Professional Licenses/Certificates: An original or copy of the license, certificate certified by the professional licensing authority or other verifying method and/or direct source.

IV **NEW HIRES/TRANSFERS WITHIN HCSD/TRANSFERS INTO THE HCSD**

Required verification must be furnished by an employee prior to appointment date. Applicant shall not be placed in "on duty" status or allowed to attend any orientation classes until such required verification is furnished and verified.

V **EXCEPTIONS**

Any exception to this policy must be approved by the HCSD Deputy Chief Executive Officer. Requests for exception shall be submitted to Human Resources Administration for review and forwarding to the Deputy CEO.

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