



## **Policy # 53039**

---

### **UNAUTHORIZED EMPLOYMENT**

---

**Effective Date: August 7, 1996**

**Revised Date: September 25, 2020**

**Responsible Office: Human Resources**

**Division: Operations**

---

#### **I. PURPOSE/OBJECTIVE**

To prevent any legal and/or financial problems resulting from unauthorized hiring commitments.

#### **II. STATEMENT OF POLICY**

Any supervisor, administrator, or official of Grambling State University who either willfully or unintentionally allows, coerces, or otherwise permits a prospective full-time, part-time, or substitute employee to begin working prior to obtaining official approval, perpetuates an act that shall be considered cause for disciplinary action.

An exception to this policy may allow adjunct faculty to begin teaching summer school courses prior to obtaining official approval. Under no circumstances, shall work begin before the Personnel Action Form has been approved by the Provost.

#### **III. SANCTIONS**

Violation of this policy may result in disciplinary actions deemed appropriate by university officials.