


PROCEDURE MANUAL

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| | Last Revision Date: | 10-01-12 | |
| | Effective Date: | 10-26-05 | |
| Section: | Human Resources | Subject: | Employment of College Employees |


PURPOSE

To provide procedures for hiring that comply with affirmative action and equal employment opportunity regulations.

PROCEDURE


1. A current job description of the position to be filled, which includes typical duties and qualifications required, will be maintained in Human Resources.
 - 1.1. When a position opens, the supervisor and the appropriate Faculty, Associate Dean, Dean and/or Vice President will determine if the position should be filled.
 - 1.2. The assessment of whether to fill or refill a position will include current and future resources and staffing needs.
 - 1.3. If the position is to be filled, the appropriate persons will review the job description for accuracy and make all necessary updates which will be filed with Human Resources.
 - 1.4. In the event the update requires banding/grading, it will be done by Human Resources during this part of the process.
2. The Selection Process
 - 2.1. The appropriate Cabinet member will take the recommendation to the President's Cabinet for approval. The President's Cabinet will recommend and the President may approve advertising the position (internally, externally or both).
 - 2.2. A Recommendation Committee will be determined by the supervisor with appropriate membership based upon EEOC guidelines.
 - 2.2.1. The Committee will be comprised of the position's supervisor who serves as the chair, and at least two other individuals, including one individual from another area of the College.
 - 2.2.2. Human Resources will facilitate the committee process but will have no vote.
 - 2.3. The *Record of Employment Procedures Form* containing the names of Recommendation Committee members suggested by the position's supervisor will be provided to the Director of Human Resources for approval.
 - 2.4. Human Resources will advertise the position internally and/or externally, as indicated by the President's directive.
 - 2.4.1. Internal postings will be advertised via College e-mail to all full-time College employees for three working days.
 - 2.4.2. At the close of the posting period, Human Resources will screen the applications to determine those that do not meet minimum qualifications.
 - 2.4.3. The Director of Human Resources may, at her/his discretion involve the Committee in such selection.
 - 2.4.4. In the event there are no appropriately qualified applicants, Human Resources will notify the supervisor and other appropriate persons (Associate Dean, Dean, Vice President, President) for their decision to post externally.

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- 2.5. External advertising is as follows:
 - 2.5.1. Classified positions will be posted for a minimum of 14 calendar days.
 - 2.5.2. Contractual positions will be posted for a minimum of 21 calendar days.
- 2.6. The Recommendation Committee will be advised by Human Resources when the applications are ready for review.
 - 2.6.1. All applications will be uploaded to a designated site for easy access and time management of the Committee members.
 - 2.6.2. The Committee members will evaluate each application based upon the minimum qualifications listed in the position announcement and make recommendations for interviews.
 - 2.6.3. The Recommendation Committee will not exclude candidates from consideration based upon any legally prohibited criteria.
- 2.7. Human Resources will coordinate all applications and other required materials as well as the timeframe throughout the interview process.
- 2.8. Human Resources will facilitate the employment process with the Committee from the initial consultation through final recommendation to hire.
- 2.9. Human Resources is responsible for arranging personal interviews with candidates as determined by the Committee.
 - 2.9.1. The Committee has the prerogative to conduct telephone interviews prior to bringing applicants to the College for an interview.
- 2.10. Human Resources will maintain appropriate documentation for all interviews including reasons for selection/non-selection of applicants for interview, as well as the final recommendation for hire.
 - 2.10.1. When all interviews are concluded, the Committee will reach consensus about which candidates should be recommended as potential new employees.
 - 2.10.2. Candidate names will be forwarded by Human Resources in an unranked manner to the appropriate Vice President and/or the President. The list will contain the names of all suitable candidates.
 - 2.10.3. Dissenting Committee members may provide written commentary as to why they are not in agreement.
 - 2.10.4. The President shall maintain final decision-making authority.
- 2.11. Reference checks will be completed by Human Resources prior to hiring.
 - 2.11.1. The appropriate Vice President and/or President shall also retain the right to independently check references.
 - 2.11.2. Checking of references by any other College employee is prohibited unless specifically approved by the Director of Human Resources.
- 2.12. Application materials and reference check results will accompany the recommendations when forwarded. The appropriate Vice President and/or President will make a selection or request that the Recommendation Committee restart the search process.

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2.13. Confidentiality shall be maintained before, during, and after the hiring process. Recommendation Committee members may not contact candidates. Recommendation Committee members are to refer candidate communication to Human Resources.

3. The Approval Process

- 3.1. Human Resources will calculate the starting salary per current procedures upon approval of the President.
- 3.2. Classified positions: Human Resources will offer the position to the final candidate, specifying the starting hourly wage.
- 3.3. Contractual positions: Human Resources will notify the final candidate of the pending recommendation and the proffered salary.
 - 3.3.1. All contractual positions require final approval by the District Governing Board.

4. The Hiring Process

- 4.1. Human Resources will notify the candidate of the offer of employment, salary, and starting date.
- 4.2. Human Resources will advise the candidate of any required criminal background check
 - 4.2.1. Completion of the criminal background check is required prior to contract signature and the initial start date.
- 4.3. Human Resources will orient all new employees.