

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES EMPLOYMENT	PROCEDURES 3.1.2.1
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I. DEFINITIONS

- A. Full-time Employee – any individual who occupies a College designated full-time position working 40 hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt
- B. Part-Time Employee with Benefits – any individual who is employed for 30 to 39 hours per week for at least nine months per year. All part-time employee with benefits positions are classified as either part-time curriculum or part-time non-curriculum.
- C. Part-time Employee – any individual who is employed less than 30 hours per week. All part-time positions are classified as either part-time curriculum or part-time non-curriculum.
- D. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.
- E. Part-time, Temporary Employee – any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations).

II. PROCEDURES

The College shall use the following employment procedures when hiring new employees and creating new employment positions.

A. Verifying Staffing Needs and Employment Positions

- 1. Verifying Staffing Needs. Verifying the need for new positions or the need to fill vacant positions will precede filling any position. To meet the College's needs, the President may transfer, promote, reassign or demote any College employee. Reclassifying and/or reassigning position responsibilities may be the most appropriate method in a particular situation to satisfy the College's staffing needs. A reclassified and/or reassigned position does not necessarily constitute a position vacancy.

2. Employment Positions. All employment positions shall be included in the preliminary budget. During the school year, any new positions (or need to fill a vacant position) shall be approved by the President.

B. Employment Positions

1. Position Descriptions. All positions must have a position description which describes and communicates reporting relationships, position classification, and major parameters of the position, including responsibilities and associated tasks. The position description must also specify education and experience requirements. Experience in lieu of education may be used as a viable option for some positions as approved by the President. The salary range for each position will be determined according to the College's approved salary scale. Position descriptions shall be reviewed periodically and updated to reflect changes and adjustments in duties and responsibilities.
2. Position Vacancy Announcement. Upon determining that a vacancy exists, the administrator of a division shall complete an *Authorization of Position Form*, inclusive of the position description, and obtain the appropriate signatures. The administrator shall then review these documents with the Director of Human Resources.

An announcement of an open position will be generated for each position advertised by the College and posted internally and/or externally. This announcement will contain the following:

- (a) title of job;
- (b) responsibilities of job;
- (c) qualifications, both required and preferred, including:
 - 1) education,
 - 2) work experience,
 - 3) work in experience in lieu of education, if appropriate, and
 - 4) other qualities necessary for adequate performance;
- (d) statements about salary and employment term;
- (e) application instructions;
- (f) deadline for accepting applications;
- (g) proposed hiring date; and
- (h) an equal opportunity employer statement.

In order to attract qualified applicants and ensure applicant pools meet EEO requirements and reflect the College's hiring goals, position announcements will be widely distributed.

3. Advertising Positions. Full-time and part-time vacancies may be advertised internally and externally dependent on the President's authorization. The

President has the discretion to skip the advertising process in situations of urgency. Position vacancies shall be strategically advertised in newspapers, the College's website, NCCCS website (link), CC Personnel listserve, minority college listserve, Human Resources department bulletin board, College email, local JobLink service, Chronicle of Higher Education and other mediums as appropriate. Vacancies shall be advertised as filled contingent of need and funding.

C. Application Process

1. **Application.** Applicants will be required to submit to the Human Resources department a completed College Application for Employment and any other documentation specified in the position vacancy announcement. Applications will be archived to document the applicant pool and a database shall be maintained to provide affirmative action records for each position announcement.

Applications for employment are accepted only in electronic format by submitting an application online through the HCC website. Unsolicited applications and/or resumes should not be received and/or maintained by any department these applicants/applications should be forwarded to the Human Resources Department so that a response may be sent to the applicant. Applications which are incomplete or those on which the applicant has written "see resume" shall not be considered; all applications must be signed by the applicant to be valid.

2. **Screening Applicants.** The Human Resources Department shall review and screen all full-time and part-time applications. Only qualified applicants, as defined in the position vacancy announcement, will be considered for an interview. In the event the announcement generates no qualified applicants, and/or no qualified minority applicants, the position description and the position vacancy announcement will be reviewed and the position will be re-advertised for one week.

A screening and advising committee ("Committee") will then review the pool of qualified applicants and select those to be interviewed. The Committee will give the names of candidates to be interviewed to the Human Resources Department for review.

3. **Interviewing Candidates.** Unless otherwise directed by the President, Interviews shall be conducted by the Committee. For employment positions at the Director level or above, the President may chair the Committee or be involved in interviewing the top three candidates. Interviews must be adequately planned and involve a diverse group of employees. Interviews for part-time non-curriculum positions will also be conducted by the Committee.

The College's Human Resources office will be responsible for informing the Committee members of their responsibility during the screening and review process, appropriate interview procedures and expectations for conducting a non-discriminatory interview. The Chairperson of the Committee will be responsible for submitting required documentation related to the interview and recommendation process. Applicants typically have one interview with Committee but may be asked to interview with a second Committee, administrators, faculty and/or other groups.

Any applicant may be asked to respond to written questions or demonstrate certain skills necessary for the position. For instance, an instructor could be asked to prepare and teach a portion of a class or a secretary could be asked to demonstrate their skill with an applicable software package.

D. Selecting and Hiring Candidates

Committee recommendations concerning qualifications and capabilities, including application data on all of the candidates interviewed for consideration, will be forwarded to the Human Resource Department, indicating the top three candidates in rank order. The Human Resource Department will conduct reference checks, background checks, verify transcripts and prepare an offer package for signature by the President. The President has the right to accept or decline the recommendation.

Upon the President's approval, the Human Resources office will make an offer of employment to the prospective employee. Official transcripts for all colleges where a degree was obtained must be submitted to the Human Resources office within 10 business days of the new employees start date. New employees will normally start their employment on the first day of the month following the employment offer. The Human Resources Department will conduct New Employee Orientation during the first three days of the employee's employment.

The Human Resources office will ensure that the following actions are taken:

1. For all full-time employees, provide a report to the Board of Trustees at the next Board meeting.
2. The Human Resources Department will prepare a letter of appointment outlining the salary and appointment date for the President's signature. Once the employee has interviewed with the President, or the President's designee, and the President signs the letter of appointment, the new employee shall sign the letter prior to starting work.
3. Prepare and file the personnel folder in the Human Resources Department.

4. The Human Resources Department will assist new employees with completing necessary employment forms.

E. Duties and Responsibilities

1. Supervisor Responsibilities:

- a. Obtain or verify the position identification with the Human Resources Department and provide correct budget information needed to establish the position.
- b. Review and/or recommend revisions to the official Position Description or develop a new position description if necessary.
- c. Complete the *Request for Authorization of Position* form and obtain necessary signatures.
- d. Discuss with the Human Resources Department the employment process to determine if additional advertising is advisable (examples would be University/College placement offices, trade journals, professional organizations, etc.).
- e. Human Resources receives a list from the Committee chair of potential committee members, and submits the list to the President for approval. Regarding the Committee: i) the supervisor typically is chair; ii) the Committee is made up of three to four additional members; and iii) the Committee includes a cross-section of College employees (full-time or part-time employees).

2. Committee Chair:

- a. After obtaining approval of the Committee members, the chair shall contact the members acknowledging their participation on the Committee. The chair will notify Human Resources of the Committee's initial meeting date and time so that HR can provide instruction on the interview process and sign confidentiality forms.
- b. Request that Committee members set appointments with the Human Resources Department to review applications and determine who they recommend as candidates to be interviewed.
- c. Submit a list with names of candidates to be interviewed to Human Resources for review and approval.
- d. Submit a list of questions which will be asked of all candidates to Human Resources for review and approval.
- e. Establish the dated and time of the interview.
- f. Provide each applicant with a copy of the position description.
- g. Interview applicants using the approved list of questions and refrain from asking "non-job related" questions or questions that might be considered discriminatory.
- h. Establish the date and time of the teaching demonstration if applicable.

- i. Determine the rank order of applicants interviewed and provide to the Human Resources department.
- j. The Chair should complete the *Recommendation for Employment* form and obtain all required signatures prior to the top candidate meeting with the President for approval.

3. Human Resources Responsibility

- a. Review the *Request for Authorization of Position*.
- b. Ensure that the position has been established and verify the budget information.
- c. Determine the salary range from the official College salary plan.
- d. Obtain the President's approval for recommended participants on the Committee and then inform the participants.
- e. Attend the initial meeting of the Committee and obtain confidentiality statements from all Committee members. Review the hiring procedures with the Committee.
- f. Review the list of questions to be asked in the interview.
- g. After Committee chooses top candidate the HR Office will establish a date and time for an interview with the President with the top candidate.
- h. Perform checks of references, transcript and background.
- i. Prepare the employment package for the President's signatures.
- j. Prepare New Hire Appointment letter for the President's signature.
- k. Determine the candidate's employment start date and present letter of appointment for candidate's signature.
- l. Share signed letter of appointment with hiring manager and department Vice President.
- m. Notify all applicants of the outcome of the employment process.
- n. Facilitate "New Hire Orientation" for full and part-time employees.

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