

CHAPTER:	Employment Practices and Procedures	DATE ADOPTED	NUMBER
EMPLOYEES		August 10, 1999 November 15, 2005 November 13, 2012 Revised June 3, 2019	303

**SYNOPSIS:**

1	Employment Policies; General
2	Recruitment
3	Selection of Employees
4	Employment Approval
5	Orientation
6	Personnel File
7	Physical Examination
8	Employment Agreements
9	Benefits
1	<p>Employment Policies; General:</p> <p>a. Qualifications: To be eligible for employment by the College, a person must be qualified by an application of uniformly applied standards and must otherwise meet requirements of the position as prescribed by policy and the job description.</p> <p>b. Family Members: In order to avoid nepotism, or the appearance thereof, a person may not be employed by the College if such employment would place a person under the direct or indirect supervision of a family member. For this policy, "family member" shall include grandparents, father, father-in-law, mother, mother-in-law, step parents, brother, brother-in-law, sister, sister-in-law, spouse, or child, as well as other relatives living in the person's household. Exceptions to this policy may be made from time to time when other compelling circumstances warrant.</p>
2	<p>Recruitment:</p> <p>a. Procedure: Recruitment of personnel for the College shall be the responsibility of the President or designee. In the discharge of this responsibility, the President or designee shall make such use of other administrative and supervisory employees as may be practical and effective.</p> <p>Recruitment practices and procedures shall conform to the policies outlined in the current Affirmative Action Policy of the College.</p> <p>b. Staff Participation: The staff is encouraged to participate with Deans/Supervisors and other administrative personnel of the College in the recruitment of staff. Staff recommendations may be solicited concerning the kinds of subject matter specialists needed to strengthen the various divisions and, when appropriate, divisional representation may be sought in the selection of candidates.</p>
3	<p>Selection of Employees:</p> <p>a. Non-discrimination: Selection shall be based upon the merits of the candidates and the necessary requirements of the position without regard to race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.</p> <p>b. Criteria: Selection shall be based on criteria specified in the job description.</p>
4	<p>Employment Approval: Prior to becoming effective, employment must be approved as indicated below:</p> <p>a. Employment for regular appointments must be approved by the Board in a regular or special</p>

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	<p>meeting of the said Board before the employment contracts or agreements are considered valid.</p> <p>b. Employment for temporary appointments may be approved by the President or designee.</p>		
5	<p>Orientation: Each new employee shall attend such orientation meetings as may be presented by the College. The immediate supervisor of the employee shall provide orientation to the department to which the employee is assigned.</p>		
6	<p>Personnel File: A personnel file shall be established for each regular employee of the College. Such a file may also be established for such temporary employees as deemed feasible. The file may include but is not limited to the following: (1) application for employment; (2) certification records (where applicable); (3) evaluations; (4) employment records; and (5) correspondence pertaining to employer/employee relations; (6) resume preferred.</p> <p>Employees shall have access to their own personnel file. Procedures shall be adopted by the President or designee to ensure reasonable access while maintaining the security of the files.</p> <p>Generally, the contents of an employee's personnel file will be destroyed five years after termination except for information relating to pending matters, i.e., continuing relationships because of early retirement (health insurance), or pending investigations or proceedings.</p>		
7	<p>Physical Examination: A person seeking employment or presently employed by the College may be required to take a medical examination, drug test, or alcohol dependency evaluation at any time such examination appears necessary for the welfare of the College or community or as medical proof of the physical or mental ability to perform satisfactorily the assigned duties.</p> <p>When and if an examination becomes a requirement as a condition of initial employment, the cost of meeting such requirement shall be paid by the applicant. Should an examination be required by the Board subsequent to employment, such examination cost shall be paid by the Board. The Board, however, shall retain the right to prescribe the type and extent of said examination and to specify the examining physician. Should the prescribed type and extent of said examination be performed by the employee's own physician, the Board will not be obligated to pay the cost.</p>		
8	<p>Employment Relationships: An employment relationship will be determined upon appointment for employment. The document issued shall contain specific information pertaining to employment as indicated below.</p> <p>a. Regular faculty and regular, administrative personnel shall be issued a contract in writing which shall state the number of contract days, the annual compensation to be paid, and any other matters as may be mutually agreed upon.</p> <p>b. Adjunct instructors and regular non-certificated support staff personnel shall be issued a written letter which shall indicate the employment length, the compensation to be paid, and any other matters as may be mutually agreed upon.</p>		
9	<p>Benefits: Benefits for employees shall be as enumerated in the personnel handbook or master agreement, whichever applies to each respective category of employee.</p>		