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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Employment Policy** **4.8**

Responsible Division: Human Resources

Date Approved: October 1992

1. The President shall nominate/recommend all full-time college personnel to the Trustees for approval. The Trustees will be requested to give approval at a regular or called meeting of the Board, or by mail. In the event of an emergency, the Executive Committee of the Board may give approval by telephone.
2. The employment of part-time personnel is delegated to the President of the college and will be reported to the Trustees at the next regularly scheduled meeting of the Board.
3. The best qualified applicant available shall be employed.
4. No applicant will be considered for employment who does not complete and submit a Southwestern Community College employment application form.
5. The North Carolina Employment Security Commission will be the primary source, whenever practical, to locate qualified applicants for employment.

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