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## **POLICIES & PROCEDURES FOR EMPLOYEES**

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Employment Procedures** **4.9.1**

Responsible  
Division: Administrative Services

Date Approved: April 1999

### **1. Definitions**

- a. **Full-time employee** means any person who occupies a full-time position designated by the college.
- b. **Part-time employee** means any person who is employed on less than a full-time basis.

### **2. Position Need**

- a. This Employment Procedure applies to all classifications of positions and employees of Southwestern Community College.
- b. When employment of any person, full-time or part-time (except for part-time instructors) is proposed, an "Authorization of Position" form will be submitted by the appropriate Vice President to the President. Upon approval by the President, the form will be forwarded to the Office of Human Resources.

### **3. Employment Announcements**

- a. The Office of Human Resources will announce full-time employment vacancies as follows:

**Exempt**

- Post on institutional bulletin boards including college web site
- Notify the North Carolina Employment Security Commission
- Notify the Division of Personnel Services, NC Community College System
- Notify placement offices at graduate schools in North Carolina and neighboring states
- Advertise in local and regional publications for specialized skills or unique disciplines

**Non-Exempt**

- Post on institutional boards including college web site
  - Notify the North Carolina Employment Security Commission
- b. Announcement of movement from part-time to full-time employment or full-time to part-time employment will be at the discretion of the college.
- c. The Office of Human Resources will announce non-instructional part-time vacancies as follows:
- Post on institutional bulletin board
  - Notify the North Carolina Employment Security Commission as appropriate
- d. Nothing in this procedure shall be construed as to restrict the right of the President to reorganize the college, re-classify a position, or promote/demote an employee.

**4. Screening and Selection**

- a. The President, at his/her discretion, will interview any or all candidates considered for any employment at the college.
- b. Applications for full-time employment or part-time employment which are received by the North Carolina Employment Security Commission and which meet published job standards shall be forwarded to the college for evaluation.
- c. For full-time exempt position, the President may appoint an interview panel. For full-time non-exempt positions, the Director of Human Resources and Facility Development and the appropriate vice presidents will recommend to the President a list of those persons appropriate to participate in interviews and in developing a list of those to be interviewed. For part-time positions, the Director of Human Resources and Facility Development will be notified and interviews will be scheduled and conducted as dictated by circumstances.
- d. The Office of Human Resources will arrange and schedule interviews with the candidates.
- e. Upon completion of interviews for full-time vacancies, the Office of Human Resources will submit to the President a listing of all applicants interviewed, along with a hiring summary and the interview committee's recommendations. When the most closely matched candidate is selected, an interview is arranged with the college President. The President will then submit the name of the candidate of his/her choice to the Board of Trustees.
- f. The Director of Human Resources and Facility Development will contact the references of the "best qualified" finalists for full-time employment and document the results before final selection is made.

5. **Announcement - Notification**

- a. Any announcement of employment will be made by the Office of Human Resources.
- b. The Office of Human Resources will advise all unsuccessful applicants of the employment decision.

6. **Records**

- a. Applications for employment will be maintained for two years.
- b. Original applications for employment will be submitted immediately upon receipt to the Office of Human Resources to ensure that consideration is afforded to every qualified applicant for all position openings.

7. **Eligibility**

- a. **Qualifications** - to be eligible for employment in any position an applicant must meet the requirements of the position as prescribed by this manual or other administrative provision.
- b. **Family Members (Nepotism)** - two or more members of the same family may be employed by the college, provided the President shall have approved such employment and that one member of the family as defined in this section is not in the direct line of supervision relative to the other family member. In this policy, "member of the same family" means spouse, child, siblings, parents, grandparents, grandchild, father-in-law, mother-in-law, or other persons living in the same household.

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