SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY **EMPLOYMENT & HIRING**	Policy 4.01.02

1. The Board of Trustees hereby delegates to the President the authority to hire all full-time College personnel. The President shall inform the full Board of his/her employment decisions for all initial hires at the next regularly scheduled Board meeting.

   Except as stated elsewhere in this policy, all full-time employees shall serve in an at-will capacity. All newly hired full-time employees shall serve a probationary period of at-will employment lasting one (1) year from the date of hire. ~~After the probationary period, full-time employees may be eligible for continued employment and shall be issued a letter of appointment; however, n~~Nothing in this Policy or set forth in the terms and conditions of an employee's letter of appointment shall constitute a contract or entitle any employee to future employment.

   The Board shall hire the President and will specify in his/her contract the contract term, salary and any additional benefits. The President may, with approval of the Board, offer contracts of employment for those employees hired and assigned to senior leadership positions, including vice presidents and directors.

2. The Board hereby delegates to the President the authority to hire all part-time College personnel. The President shall report his/her employment decisions at the next regularly scheduled Board meeting after the hire.

   All part-time non-faculty employees shall be hired on the basis of at-will employment. ~~and shall either receive a letter of appointment or a part-time agreement for specific services.~~ Nothing in this Policy or set forth in the terms and conditions of a part-time employee's letter of appointment and/or part-time agreement for specific services shall entitle any part-time employee to a contract or continued employment.

3. The Board hereby delegates to the President the authority to hire all temporary, part-time and temporary full-time College personnel. The President shall report his/her employment decisions at the next regularly scheduled Board meeting after the hire.

   All temporary employees shall be hired on the basis of at-will employment and shall either receive a letter of appointment or a part-time agreement for specific services. Nothing in this Policy or set forth in the terms and conditions of a temporary employee's letter of appointment and/or temporary agreement for specific services shall entitle any temporary employee to a contract or continued employment.

4. The quality of the College's program is dependent on skills, commitment, and enthusiasm of its employees. The Board seeks to employ the best-qualified personnel available. In return, the Board expects College employees to accept and support the College's vision and mission. Specifically, all employees are expected to be aware of the College's policies, procedures and programs, to devote their professional services and individual skills to the realization of the College's objectives, and to discharge their duties in such a manner as to reflect credit upon the College

5. No applicant will be considered for employment who does not complete and submit a College employment application form.

6. The North Carolina Department of Commerce Division of Employment Security will be used as a source, whenever practical, to locate qualified applicants for employment.

7. Employment preference will be given to eligible veterans, their spouses or surviving spouses, and surviving dependents as defined by G.S. 128-15. This preference applies to initial employment, subsequent hiring, promotions, reassignments, and horizontal transfers when two or more candidates are equally qualified for the position. To claim veterans' employment preference, all eligible veterans shall submit a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty) along with a College application for employment. In order to claim veterans' employment preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.

8. All hiring decisions shall comply with Policy 4.01.07 – Nepotism/Employment of Relatives.

9. Dignity, Merit, and Nondiscrimination in Employment
In accordance with G.S. 116-417, the merit-based hiring principles of Policy 4.01.01, and the College's commitment to hiring the best-qualified personnel available, the College shall adhere to the following mandates in all employment and hiring actions:

A. Prohibition on Compelled Speech: The College shall not require, request, or compel any applicant for employment, or any current employee, to submit any written or oral affirmation, pledge, or testament of belief in any socio-political concepts as defined by G.S. 116-416. Hiring and employment decisions shall not be conditioned on or influenced by an individual's support or opposition to such concepts.

B. Merit-Based Selection: The College shall evaluate, screen, and select all applicants and employees solely on the basis of individual merit, professional qualifications, relevant experience, and demonstrated performance. The College shall ensure a fair, open, and competitive hiring process that does not utilize demographic quotas or preferences (excepting statutory veterans' preferences under Section 7 of this Policy).

~~8.~~ C. Professional Development Alignment: To support the continuous growth of our employees under Policy 4.01.10, the College provides professional development and training that is educational, skill-focused, and respectful of diverse perspectives. In compliance with federal and state standards, required training and onboarding shall not promote, endorse, or compel employees to adopt specific socio-political or ideological viewpoints.

The Board hereby delegates to the President the authority to promulgate any administrative procedures necessary for the College to comply with the intent of this Policy.

Legal Reference: G.S. 115D-20; 128-15

Cross Reference: Policy 4.01.07 - Nepotism/Employment of Relatives

Adopted:	July 2009
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