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| SOUTHWESTERN COMMUNITY COLLEGE | HUMAN RESOURCES/INFORMATION TECHNOLOGY EMPLOYMENT PROCEDURES | Procedure 4.01.02.01 |
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1. Definitions

- a. Full-time employee means any individual who occupies a College designated full-time position. All full-time positions are classified as either full-time faculty or full-time non-instructional and exempt or non-exempt.
- b. Part-time employee means any individual who is employed on less than a full-time basis. All part-time positions are classified as either part-time faculty or part-time non-instructional.

2. Position Need

- a. These procedures apply to all College classifications of positions and employees.
- b. When employment of any person, full-time or part-time (except for part-time instructional) is proposed, the Office of Human Resources, in conjunction with the appropriate Vice President, shall complete and submit the appropriate employment form(s) to the President. Upon approval by the President, the form(s) will be returned to the Office of Human Resources.

3. Employment Announcements

- a. The Office of Human Resources will announce full-time employment vacancies as follows:
 - College web site;
 - Notify the North Carolina **Department of Commerce, Division of Employment Security** ~~Employment Security Commission~~;
 - NC Community College System website; and
 - Advertise in local and regional publications for specialized skills or unique disciplines.
- b. Announcement of internal transfers from part-time to full-time employment or full-time to part-time employment will be at the College's discretion. The President shall inform the Board of any approved internal transfers.
- c. The Office of Human Resources will notify the North Carolina **Department of Commerce, Division of Employment Security** ~~Employment Security Commission~~ of any non-instructional part-time vacancies.
- d. Nothing in these procedures shall be construed as to restrict the President's right to reorganize the College, re-classify a position, or promote/demote an employee.

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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) – See Policy 3.01.07.
- c. Criminal Background Investigations - The Human Resources Office will conduct or arrange for an investigation concerning prior criminal convictions for all persons to be employed by the college.

5. Screening and Selection

- a. The President, at his/her/discretion, will interview any or all candidates considered for any College employment.
- b. For full-time positions, the President shall appoint a search/interview committee. 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.
- c. The Office of Human Resources will arrange and schedule interviews with the candidates.
- d. 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 search/interview committee's recommendations. When the most closely matched candidate is selected, an interview may be arranged with the President. The President shall make his/her hiring decision and inform the Board in accordance with Policy 4.01.02.
- e. 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.
- f. Should the selected candidate resign or be terminated during the first six (6) months of the employee's probationary period, the President may, in his/her discretion, choose to hire a candidate that previously applied and interviewed for the position without advertising the open position.

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6. Announcement – Notification

- a. The Office of Human Resources shall inform the selected applicant of the President's determination and formally extend the job offer to the applicant.
- b. The Office of Human Resources will advise all unsuccessful applicants of the employment decision

7. Records

- a. Applications for employment will be maintained for one (1) year.
- 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.

8. Employee Orientation and Exit Procedures

- a. The appropriate Vice President, in coordination with the Office of Human Resources, is responsible for conducting an orientation for each full-time employee who is employed and assigned to duties within their respective service areas.
- b. Orientation for part-time faculty is the responsibility of the faculty member's immediate supervisor.
- c. When an employee voluntarily leaves his/her employment with the College, the employee shall complete the Exit Check Sheet and ensure that his/her obligations to the College (i.e., grades are entered, keys are turned in to supervisors, etc.) have been satisfied. The appropriate Vice President shall review the Exit Check Sheet and sign-off when the obligations have been satisfied. Prior to the employee leaving the College, he/she shall be encouraged to complete an Exit Interview Report Form. Participation is optional.
- d. All completed standard forms associated with an employee's orientation and exit procedure shall be submitted to the Office of Human Resources and included in the employee's personnel file.

Adopted: June 2003

Revised: April 2013
April 29, 2015