

2-5 Human Resources (Personnel) Office

The Human Resources Office monitors the recruiting and employment procedures to fill authorized full-time and part-time positions for the college. All job descriptions are retained in this office. In general, except for reorganization, reduction in force, or other special situations, positions will be filled via an “open” selection process, except in limited circumstances, approved by the President, an internal (only) selection process will be utilized.

Upon approval by the President, all faculty and staff positions will be advertised via an open selection process until the position is filled. Internal (only) positions will be advertised for a period of one week.

A. Hiring Procedures for a Regular Full-time Position

1. a. Full-time positions become available when a *new position* is created or an *existing position* becomes open. A *new position* is one for which funds have been budgeted and approved, and a job description approved.
 - b. When an existing position becomes open, due to resignation, termination, or other special circumstances, the Senior Administrator (being one of the following: Vice President, Campus Dean, Chief Financial Officer, Chief Operations Officer, and/or Executive Director) must obtain approval from the President to fill the position vacancy. The President, at his or her discretion, may request a justification to fill the position, reclassify the position or not authorize the continuation of the position.
 - c. A *transfer* is the reassignment of a regular full-time employee to a different full-time position, whether by employee request or otherwise. A transfer will be made only if the employee meets the qualifications for the position to which he/she is to be transferred. When a position becomes open, it may be advertised or it may be filled by transfer without advertisement, depending upon the needs of the college, as determined by the President. If advertised and if more than one employee seeks a transfer to the same position, the best qualified employee, as determined by the Senior Administrator or President, shall be selected.
2. When a full-time position becomes available, as described in paragraph 1, the Senior Administrator or President’s appointee prepares a position announcement and submits it to the President for approval.
 3. The President reviews the position announcement, authorizes the position to be filled, and reconfirms the title, salary range, and qualifications with the Director, Human Resources.

4. The appropriate Senior Administrator will approve the recommended Selection Committees, including committee chair in collaboration with the Director, Human Resources for their areas of authority. The committee membership shall consist of a minimum of three to five faculty and/or staff members with at least two members employed in a position external to the program, department, or division. Every effort should be made to include a new employee (1-2 years of service).
5. The Human Resources Office will review all applications received, make a confidential record of minority representation, and forward applications of qualified persons to the chair of the selection committee.
6. The Chair of the selection committee will convene the committee and disseminate applicant information. Duties of the selection committee include:
 - a. developing criteria for reviewing applications
 - b. developing series of interview questions and criteria for evaluation of interviews
 - c. coordinating with the Human Resources Office the interview schedule and information to be sent to the applicants
 - d. for full-time faculty positions, determining the topic for a 15-20 minute simulated teaching presentation
 - e. submitting candidate evaluation form to the Senior Administrator which includes the top three candidates interviewed with identified strengths and weaknesses. Candidates will be listed in order of preference.
7. The Senior Administrator summarizes for the President the recommendations of the selection committee and the position's immediate supervisor. The Senior Administrator and President will interview the top candidate(s).
8. With the President's approval, the Human Resources Office completes reference checks and a criminal history record check on the top candidate. Depending on position responsibilities, other background checks such as credit report or driver's license record may be required.
9. The results of the reference, criminal history and any other background checks performed will be shared with the President. If the President is satisfied that the candidate meets the desired standards for employment with the College, the Human Resources Office will offer employment to the

top candidate. If the President is not satisfied that the candidate meets the desired standards of the College, then the same process will be followed on the next candidate in order until a candidate is selected who meets the desired standards for employment with the College.

10. When the employment process is finalized, the Human Resources Office notifies applicants who have been interviewed that the position has been filled.

B. Hiring Procedures when a Regular Part-Time Position Expands to Regular Full-Time

When a regular part-time position expands to regular full-time, the new position will be filled in accordance with the procedures for filling all new regular full-time positions (see *Hiring Procedures for a Regular Full-time Position*). In case of an emergency, when a position needs to be filled immediately, the college will hire either a temporary full-time employee or provide a part-time employee with additional hours per week until the new full-time position is filled.

C. Hiring Procedures for a Part-Time Position

Candidates for part-time positions are recruited through newspaper ads, appropriate networking, Employment Security Commission, agency referrals, college applicant pool, and unsolicited applications. Responsibilities of the immediate supervisor are

1. To solicit applications in conjunction with procedures established by the Human Resources Office and with predetermined minimum qualifications
2. To insure that each applicant understands that, in accordance with the personnel procedures of the college, all part-time positions are re-advertised if they are later converted to full-time positions (see *Hiring Procedures when a Regular Part-time Position Expands to Full-time*) and that each applicant understands that, as a result, no part-time employee, whether regular or temporary, has assurance of continued employment with the college should the part-time position for which they have applied be converted to full-time
3. To interview candidates and submit file and recommendation to the Senior Administrator through appropriate channels
4. With the Senior Administrator's approval, to offer a contract and send part-time employment package for completion; for adjunct faculty, recommendations for employment at all sites must have the approval of the Academic Dean.

6. To assure that, prior to the first day of employment, the part-time employee has on file in the Human Resources Office the following information: completed COA employment application, official transcripts and/or verification of previous related work experience, and the signed contract.

D. Hiring Procedures for Full-Time Staff (Modified)

When a position becomes available with the classification of Full-Time Staff (Modified), the position will be filled in accordance with the procedures for filling all new regular full-time positions (see *Hiring Procedures for a Regular Full-time Position*). If the classification changes to Regular Full-Time, the position does not have to be re-advertised. The employee may be transferred into the classification of Regular Full-Time, by approval of the President.

E. Hiring Procedures for Temporary Full-Time Teaching Faculty or Staff

When a position becomes available with the classification of Temporary Full-Time Teaching Faculty or Staff the position does not have to be advertised. The process for reclassifying Part-Time Teaching Faculty to Temporary Full-Time Teaching Faculty is to increase the number of contact hours taught per week for the semester. The process for reclassifying Temporary Part-Time Staff or Regular Part-Time Staff to Temporary Full-Time Staff is to increase the number of hours worked per week for the month or semester.

F. Hiring Procedures when a Temporary Full-Time Teaching Faculty or Staff Position has been reclassified to Regular Full-Time Comprehensive Faculty or Staff

Upon approval by the appropriate Senior Administrator and President, a temporary full-time teaching faculty or staff member who has been employed in a position on an annual contract for a 9 to 12 month period receiving full-time pay with benefits and the position has been determined to be reclassified as regular full-time comprehensive faculty or staff, the college may advertise the position internally only for a period of one week. The decision to advertise internally only will be based on positive evaluations, supervisor recommendation, and approval by the President.

If expressly approved and so designated by the President, justifiable exceptions can be made.

G. Hiring of Department Chair or Program Coordinator

Vacant faculty positions that include an appointment, as Department Chair or Program Coordinator will be filled through an open selection process.

H. Resignation of Full-Time and Regular Part-Time Employee

An employee may terminate services with the college by submitting a 30 day written resignation to the immediate supervisor with a copy to the Director, Human Resources. It is requested that an employee provide a 30 day written notice with a minimum of two weeks being expected prior to the last day of employment. Exiting employees must complete a check-off sheet, available from the Human Resources Office, and an exit interview with the President or designee preferably prior to the last day of employment. The Business Office will release a final check upon notification of return of the completed check-off sheet from the Human Resources Office. The employee's accumulated annual leave is included in the final payment.

I. Re-employment of Retired Persons (23 NCAC 2D.0108)

Retired persons may be re-employed in accordance with social security regulations and policies regulating the State Employees' Retirement System.

J. Background Checks

All final candidates for hire in full-time positions will be subject to a criminal history record check. Background checks will also be required for candidates recommended for part-time positions. Depending on position responsibilities, other background checks such as credit report or driver's license record may be required of the candidate and current employees. A credit report check will be done for those positions that have access to cash, checks, credit card transactions, or bank account information.

An employee or candidate recommended for hire will be asked to sign a Consumer Reports Release which grants permission to the Human Resources Office to utilize local, state or national repositories of records as necessary to conduct a reasonable review. The candidate or employee may be required to be fingerprinted and/or to provide any other information necessary to conduct the criminal history check. All applicable background checks will be conducted at the college's expense.

Any candidate who refuses to consent will not be considered for employment or contract renewal. Any offer of employment is conditional pending the results of applicable background reporting. Recommended candidates may be employed conditionally, pending the review of applicable background checks. If a recommended candidate has a criminal history, the employment decision will be determined on whether the candidate poses a threat to the physical safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. Background information will be researched and evaluated in a consistent and non-discriminatory manner.

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Any employee who falsifies or omits information on an employment application or fails to report criminal history information may be a basis for denying employment or disciplinary action up to and including dismissal. Results of applicable background record checks will be handled according to state guidelines.

All employees, current and new, are required to notify their supervisor and the Human Resources Office, within five days following any felony or misdemeanor criminal conviction, guilty plea, or pleas of no contest. Any employee who is aware of any criminal conviction, guilty pleas, or plea of no contest of another employee should notify the Human Resources Office.