



College of The Albemarle Procedure

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Title: Employment Procedures

Related Policy: Policy 3.1.2 Employment

Division of Responsibility: Human Resources

I. DEFINITIONS

- A. Full-Time** - Employees hired to work 40 hours per week for at least nine (9) months per year within a fiscal year. All full-time positions are classified as either full-time instructional or full-time non-instructional and exempt or nonexempt. Full-Time employees may be employed “at will” or with an annual contract for 9-12-month periods within a fiscal year and may be contracted on a month-to-month basis per instructional needs. Non-instructional employees may receive annual employment contracts.
- B. Part-Time Employee with Benefits** - Any individual who is employed for 30 to 39 hours per week for at least nine months per year. All part-time employees with benefits positions are classified as either part-time instructional or part-time non-instructional.
- C. Part-Time Employee** - Any individual who is employed for less than 30 hours per week. All part-time employee positions are classified as either part-time instructional or part-time non-instructional.
- D. Full-Time, Temporary Employee** - Any individual who is employed in a full-time position (40 hours per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or nonexempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.
- E. Part-Time, Temporary Employee** - Any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). Adjunct instructors are considered part-time, temporary employees.

II. PROCEDURES

The College shall use the following employment procedures when hiring new employees and creating new employment positions. Part-time instructional, continuing and adult education instructors (both full and part-time) are excluded from these procedures. Those positions shall



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be employed based on the recommendation of the appropriate department chair, program coordinator, and/or director with consultation from the Human Resources Department.

A. Verifying Staffing Needs and Employment Positions

1. Verifying Staffing Needs. Verifying the need for new positions or the need to fill vacant positions will precede filling any position. To meet the college's needs, the president may transfer, promote, reassign or demote any college employee. Reclassifying and/or reassigning position responsibilities may be the most appropriate method in a particular situation to satisfy the college's staffing needs. A reclassified and/or reassigned position does not necessarily constitute a position vacancy.
2. Employment Positions. All employment positions shall be included in the preliminary budget. During the academic year, any new positions (or need to fill a vacant position) shall be approved by the president.

B. Employment Positions

1. Position Descriptions. All positions must have a position description which describes and communicates reporting relationships, position classification, and major parameters of the position, including responsibilities and associated tasks. The position description must also specify education and experience requirements. Experience in lieu of education may be used as a viable option for some positions as approved by the president. The salary range for each position will be determined according to the college's approved salary scale. Position descriptions shall be reviewed periodically and updated to reflect changes and adjustments in duties and responsibilities.
2. Position Vacancy Announcement. Upon determining that a vacancy exists, the administrator of a division shall complete a Justification for Approval form, inclusive of the position description, and obtain the appropriate signatures. The administrator shall then review these documents with the director of human resources.

An announcement of an open position will be generated for each position advertised by the College and posted internally and externally. This announcement will contain the following:

- a. title of job;
- b. responsibilities of job;
- c. qualifications, both required and preferred, including:
 - i. education,



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- ii. work experience,
- iii. work experience in lieu of education, if appropriate, and
- iv. other qualities necessary for adequate performance;
- d. statements about salary and employment term;
- e. application instructions;
- f. deadline for accepting applications;
- g. proposed hiring date; and
- h. an equal opportunity employer statement.

In order to attract qualified applicants and ensure applicant pools meet EEO requirements and reflect the college's hiring goals, position announcements will be widely distributed.

3. Advertising Positions. Full-time instructional and non-instructional and part-time non-instructional vacancies may be advertised internally and externally depending on the president's authorization. The president has the discretion to skip the advertising process in situations of urgency. Position vacancies shall be strategically advertised in newspapers, the college's website, NCCCS website (<http://www.ncccommunitycolleges.edu>), Community College Personnel listserv, minority college listserv, Human Resources Department bulletin board, college email, local JobLink service, Chronicle of Higher Education and other mediums as appropriate. Vacancies shall be advertised and filled contingent upon need and funding.

C. Application Process

1. Application. Applicants will be required to submit to the Human Resources Department a completed college application for employment and any other documentation specified in the position vacancy announcement. Applications will be archived to document the applicant pool and a database shall be maintained to provide affirmative action records for each position announcement.

Applications for employment are accepted only in the Human Resources Department and only during the advertised period. Applications received after the closing date of any position vacancy announcement may not be considered for the applicant pool and will be returned to the applicant with an explanation of the application process. Unsolicited applications and/or résumés should not be received and/or maintained by any department (excluding those for Continuing and Adult Education and part-time curriculum instructors); these applications should be forwarded to the Human Resources Department so that a response may be sent to the applicant. Applications which are incomplete or those on which the applicant has written "see résumé" shall not be considered.



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2. Screening Applicants. The Human Resources Department shall review and screen all full-time and part-time applications. Only qualified applicants, as defined in the position vacancy announcement, will be considered for an interview. In the event the announcement generates no qualified applicants, and/or no qualified minority applicants, the position description and the position vacancy announcement will be reviewed and the position may be re-advertised.

The hiring manager, with feedback from a screening and advising committee ("Committee") as appropriate, will then review the pool of qualified applicants and select those to be interviewed. The hiring manager will give the names of candidates to be interviewed to the Human Resources Department for review. If it is determined the list of proposed interviewees is not representative of the pool, the Human Resources Department will recommend that the hiring manager review the applicants again.

3. Interviewing Candidates. Unless otherwise directed by the president, interviews shall be conducted by the Committee. For employment positions at the director level or above, the president may chair the Committee or be involved in interviewing the top three candidates. Interviews must be adequately planned and involve a diverse group of employees. Interviews for part-time non-instructional positions will also be conducted by the Committee.

The college's Human Resources Department will be responsible for informing the Committee members of their responsibility during the screening and review process, and appropriate interview procedures and expectations for conducting a non-discriminatory interview. The Chairperson of the Committee will be responsible for submitting required documentation related to the interview and recommendation process. Applicants typically have one interview with the Committee, but may be asked to interview with a second Committee, administrators, faculty and/or other groups.

All full-time instructional and non-instructional exempt position applicants will be required to complete their "Philosophy" on community college education included in each application packet. Any applicant may be asked to respond to written questions or demonstrate certain skills necessary for the position. For instance, an instructor could be asked to prepare and teach a portion of a class or a secretary could be asked to demonstrate their skill with an applicable software package.



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D. Selecting and Hiring Candidates

Committee recommendations concerning qualifications and capabilities, including application data on all of the candidates interviewed for consideration, will be forwarded to the Human Resources Department, indicating the top three candidates in rank order. The Human Resources Department will conduct reference checks, background checks, verify transcripts and prepare an offer package for signature by the president. The president has the right to accept or decline the recommendation.

Upon the president's approval, the director of human resources will make an offer of employment to the prospective employee. New employees will normally start their employment prior to the fifteenth day of the month following the employment offer. The Human Resources Department will conduct New Employee Orientation within the first five days of the employee's employment.

The president, or designee, will ensure that the following actions are taken:

1. For all full-time employees, provide information to the Board of Trustees at the next Board meeting.
2. Transmit the official employee notification letter to the candidate outlining salary, working conditions, terms of employment, alternative pay, direct deposit, garnishment, etc.
3. Instruct the Human Resources Department to prepare letters of appointment; the new employee shall sign the letter of appointment before starting work.
4. Prepare and file the personnel folder in the Human Resources Department.
5. The Human Resources Department will assist new employees with completing necessary employment forms.

E. Duties and Responsibilities

1. Administrator/Supervisor Responsibilities:
 - a. Obtain or verify the position identification with the Human Resources Department and provide correct budget information needed to establish the position.
 - b. Review and/or recommend revisions to the official Position Description or develop a new position description if necessary.
 - c. Complete the Justification for Approval form and obtain necessary signatures.



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- d. Discuss with the Human Resources Department the employment process to determine if additional advertising is advisable (i.e., University/College placement offices, trade journals, professional organizations, etc.).
2. Committee Chair:
 - a. In consultation with Human Resources (HR) and the appropriate senior administrator, develop a list of members for the Committee. Regarding the Committee: i) the supervisor typically is chair; ii) the Committee is made up of three to four additional members; and iii) the Committee includes a diverse cross-section of full-time college employees. When necessary, the Human Resources Department will provide suggestions for recommended Committee members.
 - b. After obtaining HR approval of the Committee members, the chair shall contact the members acknowledging their participation on the Committee and establish the initial meeting date and time and establish and inform the Human Resources Department of the meeting date and time so that the Committee receives instructions on the process and signs confidentiality forms.
 - c. Determine by consensus those applicants to be interviewed. For full-time instructional positions, also confirm the applicants meet SACSCOC credentialing guidelines.
 - d. Submit a list with names of candidates to be interviewed to HR for review and approval. Qualified minorities or other appropriate applicants may be added to the interview list based on feedback from the Human Resources Department.
 - e. Submit a list of questions which will be asked of all candidates to the Human Resources Department for review and approval.
 - f. Interview applicants using the approved list of questions and refrain from asking "non-job related" questions or questions that might be considered discriminatory. If, as a result of an improper question, the applicant shares information that could be construed as being discriminatory on the questioner's part:
 - i. Do not write down the information.
 - ii. Do not pursue the subject.
 - iii. Verbally reinforce that the question and answer were not job related and cannot be used when considering the candidate for employment.
 - g. Establish the date and time of the teaching demonstration if applicable.
 - h. Complete the Interview Rating Sheet and Teaching Demonstration Evaluation (if applicable) for each applicant.
 - i. Determine the rank order of applicants interviewed and provide to the Human Resources Department.



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- j. The Chair should complete the Recommendation for Employment form for the top three applicants.
3. Human Resources Responsibility
- a. Review the Justification for Approval form.
 - b. Ensure that the position has been established and, through consultation with the Business Office, verify the budget information.
 - c. Determine the salary range from the official college salary plan.
 - d. Attend the initial meeting of the Committee and obtain confidentiality statements from all Committee members. Review the hiring procedures with the Committee.
 - e. Review the list of questions to be asked in the interview.
 - f. Perform checks of references, transcripts, and background.
 - g. Prepare the offer package for the president's signature.
 - h. Make an offer of employment and determine the applicant's employment starting date.
 - i. Prepare appointment letters for the prospective employee's signature.
 - j. Facilitate "New Hire Orientation" for full-time employees.
 - k. Notify all applicants of the outcome of the employment process.

June 13, 2023

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision