

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** EMPLOYMENT

**Policy Statement:** There is a direct relationship between the quality of education, services provided and the quality of staff. Thus, the college will continue to recruit, hire and retain the most qualified individuals for all positions.

The President of the college, with authority from the Board of Trustees, is the only individual allowed to approve the hiring of GCCC employees. In addition, no one is allowed to begin work for GCCC in any capacity until written approval has been received from Human Resources.

- **Procedures:**

Garden City Community College is committed to equal opportunity for all employees of the college community. To ensure that all individuals have the opportunity to realize their employment goals, the college shall conduct all endeavors and activities without discrimination of race, religion, color, sex, disability, marital status, national origin, age, ancestry, sexual orientation, genetic information or political affiliation. Equal opportunity for employment shall be extended to all qualified persons. Some positions require pre-employment assessment or testing, contact HR for details.

New or Replacement Position: New positions must be approved by President's Cabinet. A resignation, termination or retirement letter must be received before a replacement position can be filled. A new or updated job description must be submitted to HR. The HR Director will determine the salary range for the position. A Personnel Request Form must be approved by the appropriate Dean/Vice President, Chief Financial Officer, President and Human Resources before a position can be advertised.

Part-time, Seasonal or Temporary Positions: Some departments have money budgeted for part-time, seasonal or temporary wages. If money is budgeted, a supervisor may work directly with the HR Office to fill those positions. Wages will be determined by the supervisor and the HR Director. If the supervisor has identified an individual they wish to hire, they must provide the HR Office with the following information; legal name of individual, rate of pay, hours to be worked, account number to be used for wages, and length of employment. HR will prepare an Employment Worksheet to be circulated for signatures. The individual cannot begin working until all required signatures have been obtained and all employment paperwork complete. HR Director will be responsible for advertising, if requested.

Adjunct Instructors: Persons interested in adjunct positions should submit a GCCC application, resume and copies of all college transcripts. The appropriate Division

Director will review the materials to determine suitability to teach specific classes. Approval or rejection is sent to the Adjunct/Outreach Coordinator, who will then notify the candidate. Once an instructor is approved to teach and assigned to a class, employment paperwork must be complete and official paper transcripts must be on file before a contract is issued.

Child Labor: Federal and state laws govern the working conditions of children under the age of 18. Contact the HR Office regarding specific regulations and requirements when considering employees under the age of 18.

Independent Contractors: Independent contractors are not employees. Independent contractors are persons engaged in occupations who contract to perform work according to their own methods, without being subject to control of the college except for the result. To determine if an individual is an independent contractor or employee, contact the HR Office.

Vacancy Notice & Advertising: Once the Personnel Request Form has been approved, the HR Office will design the vacancy notice. Vacancies are normally announced and posted through the College website prior to public advertising. The supervisor may request list serves or other places that the job could be posted. Allow approximately 10 working dates before the advertisement can be placed. Closing dates must be at least 10 days from the date of the first ad. Interviews should be held as soon as possible after closing date. All applicants need to be notified of final decision as soon as possible. All application materials will be sent to the Human Resources Office by the applicant. Copies of transcripts are acceptable for the application process, if hired the applicant will be required to provide official paper transcripts. Any and all applicant materials received by other college departments must be sent immediately to the HR Office.

Internal Candidates and Promotions: GCCC encourages the promotion of qualified current employees whenever possible and feasible. A careful evaluation is made of each applicant considering experience, education, training and career potential.

Screening & Interview Process: The screening and interview committees are recommended by the appropriate administrator. Members of the screening committee are contacted by HR. Applicant names and credentials shall remain confidential. The Screening Committee should review and compare the credentials of all applicants to the vacancy notice. Every screening committee member should complete a Rating Sheet on each applicant. It is recommended that no more than three applicants be interviewed for each vacancy. The interview committee, the supervisor or the HR Director may develop interview questions. Sample questions are available in the HR Office. Interview questions must be submitted to the HR Office for review 24 hours prior to the interview. Each candidate must be asked the same questions. As part of the interview process, salary range and benefit information is presented to the applicant. Faculty/instructor interviews

should include a 15-20 minute teaching presentation. Interviews are scheduled by the HR Office in coordination with the interview committee. Interviews should include a visit to the prospective employee's work area. If possible, a brief campus tour is recommended. Upon completion of the interview process, the HR Office will keep all interview notes and unsuccessful applicant files for 1 year. The HR Director will participate in meetings/interviews as appropriate.

Telephone or web interviews: The supervisor may request a telephone or web interview. Before an applicant can be hired, they must participate in an on campus interview.

Travel Reimbursements: In some cases, applicants traveling to Garden City to interview for instructional or administrative positions may be eligible to receive reimbursement for travel expenses. The decision to reimburse interviewees will be made by the appropriate administrator prior to scheduling interviews.

Reference Checks: Once the committee has reached a recommendation, applicant references will be contacted by the HR Office. The results of the reference checks will be sent to the supervisor and administrator. The salary is determined mutually agreed upon by the administrator and HR Director. Background checks are required on all full-time persons. Individuals being hired for bonded positions are subject to a credit check. During the interview process, these individuals will be required to sign a release authorizing release of background information.

Hiring Recommendations: The supervisor or administrator must present the hiring recommendation in writing to the CFO, President and the HR Director along with the recommended salary. Once approved, the supervisor or HR Director will extend an offer of employment. Under certain circumstances, when additional information is required, such as a background check, it is necessary to extend a conditional offer of employment. The supervisor will be notified when this situation applies. Once the applicant accepts the position, the start date is established and an offer of employment is sent to the applicant. If the preferred candidate declines the position, the position is either offered to another approved qualified candidate or the search is reopened at the direction of the supervisor or administrator. Once an applicant has accepted the position, all unsuccessful candidates will be notified by HR that the position has been filled.

Conditional Offer of Employment: A conditional offer of employment will be extended to all full-time new hires, pending successful results of a background check. In addition, a conditional offer of employment will be extended to applicants of any position when the assignment merits specific testing, assessment, or other criteria, such as credit check, a medical, psychological or psychiatric examination.

Certification and/or Licensing: For those positions in which state or federal law or appropriate professional agencies impose certification/licensing requirements or

provision requirements, the college may consider such requirements to be necessary and bona fide occupational qualifications. It shall be the responsibility of the applicant/employee to provide evidence that they meet the current requirements.

Employment Paperwork Requirements: An individual will not be allowed to work until all of the following applicable steps have been met;

- 1) A signed contract or acceptance letter has been received by HR; a signed employment worksheet has been received by HR; a Letter of appointment has been issued by HR
- 2) All employment paperwork is complete and on file in the Payroll Office (I-9, W-4, K-4, Code of Responsibility, Oath)
- 3) Credit check report, if required; Motor Vehicle Record search, if required has been received

**Contacts:** Director of Human Resources

**Approved Date:** 2/1/2020

**Policy History:** 08/01/2013, 02/01/2020

**Keywords:** hiring, vacancy, pre-employment, screening, interview, background check

**Related Form:** [Click here to enter text.](#)