

Procedure 3.1.2.1 Human Resources: Employment

**TRI-COUNTY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
EMPLOYMENT**

**PROCEDURE
3.1.2.1**

I. DEFINITIONS

- A. Full-time Employee – any individual who occupies a College designated full-time position working forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. Full-time employees may be eligible for annual employment contracts for at least nine (9) and no more than twelve (12) months dependent on the employee’s duties.
- B. Part-Time Employee with Benefits – any individual who is employed for thirty (30) hours per week for at least nine (9) months per year. All part-time employees with benefits positions are classified as either part-time curriculum or part-time non-curriculum.
- C. Part-time Employee – any individual who is employed less than 30 hours per week. All part-time positions are classified as either part-time curriculum or part-time non-curriculum.
- D. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act, 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., less than one (1) year except in extraordinary situations).

II. COLLEGE WORK WEEK

A normal College workweek is a regularly recurring period of one hundred sixty-eight (168) consecutive hours (7 consecutive 24-hour periods). Each workweek stands alone for purposes of hours worked. The official College workweek begins at 12:01 a.m. Sunday, continues for 7 consecutive days and ends at 12:00 midnight on Saturday.

Most College offices are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. Selected offices remain open Monday through Thursday evenings, with limited hours for specified periods on weekends. All departments with full-time employees must be staffed from 8:00 a.m. to 5:00 p.m., Monday through Thursday,

8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. It is the responsibility of the immediate supervisor to ensure appropriate office coverage.

III. PROCEDURES

The College shall use the following employment procedures when hiring new employees and creating new employment positions.

- A. Full-time and part-time faculty and staff are employed solely on the basis of merit, as reflected in job-related academic credentials, training, experience, knowledge, skills, abilities, and other relevant preparation. Decisions to hire or not hire job applicants are made without regard to race, color, religion, sex, age, disability, national origin, or political affiliation. The College maintains a reference file of all employment applications received, categorized by area of interest and professional specialization. The Director of Human Resources is responsible for maintaining these files.
- B. The College will advertise all openings in-house for a period of ten (10) working days, to provide an opportunity for current employees to apply. If a position vacancy cannot be filled from within the College, or if the President determines that a more broadly-based search is in the best interests of the College, given the nature and/or scope of the position vacancy involved, then the procedures specified below must be followed.
- C. Vacancies for Vice Presidents, Directors, faculty, and other administrative positions are advertised through the Department of Community Colleges, the Employment Security Commission, four-year institutions, at least one minority newspaper, and local newspapers. Advertisements are placed with the local Employment Security Commission Office and local newspapers for clerical and custodial positions when necessary to update application files. When openings occur in clerical and custodial positions, and there are a sufficient number of suitable applications on file, the College can elect not to advertise. However, if the applicant file is insufficient, or if it is deemed unrepresentative of the local labor market, the College may elect to re-advertise.
- D. The President of the College appoints a search committee to make recommendations on the selection of full-time faculty and staff. The search committee is composed of the appropriate Vice President(s), department head (if instructional), the Director of Human Resources, and any others the President selects. This committee reviews each applicant's employment application and identifies those applicants deemed best qualified to fulfill the duties and responsibilities of the position(s) advertised. Several meetings of the search committee are held to thoroughly review all applications, check references, and eliminate those not meeting the qualifications in the vacancy announcement. The search committee also arranges on-campus interviews for selected applicants, and contacts finalists about the salary range, benefits, and prospective interview dates. When on-campus interviews are concluded, the search committee meets to review its findings and to draft a memorandum to the President recommending selection of the best-qualified candidate(s). The President makes the final decision and

recommends the best- qualified candidate to the Board of Trustees. Following approval by the Board, the President authorizes the Human Resources Department to notify the successful candidate of his/her selection. Other candidates are notified by Human Resources. In the event the successful candidate chooses not to accept employment, the committee will reconsider the other candidates selected for an on-campus interview and will either recommend an alternate selection or repeat the search process.

- E. The Board of Trustees has authorized the President to hire part-time personnel as needed. Part-time faculty are recruited through the use of the current application files or advertisements in local newspapers. The Vice President for Instruction, along with the academic deans and appropriate members of the full-time faculty, interview prospective adjunct faculty, check references, and recommend to the President those deemed best qualified to serve as adjunct faculty. Professional qualifications of all part-time faculty shall be closely checked by the Vice President for Instruction and reviewed in every instance by the head of the academic division in which the part-time prospect desires to teach.

- F. Nothing in this policy shall be construed as to restrict the right of the President to reorganize the college, re-classify a position, or promote/demote an employee.

Adopted: 5/24/18 BOT

- In part (III. Procedures): Approved 07-01-95; Revised 10/30/97; Revised 9/30/99; Revised 3/27/08
- In total: 5/24/18 BOT