

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Hiring Procedures**EFFECTIVE DATE:** October 1, 2013 (Revised August 12, 2014)**Purpose**

To ensure that external and internal applicants for College staff position openings are treated fairly and consistently during recruiting, hiring, promotion, and transfer processes.

Scope

All regular positions and temporary positions where the need for the temporary position is expected to exceed three months. This policy does not apply to adjunct and college work-study positions.

Policy Statement

In order to fill a vacant position at the College the position must be posted. This includes vacated positions, added positions, and created and redesigned positions. All non-faculty promotions and transfers not resulting from a reclassification of an employee's existing duties will be processed through this procedure.

It shall be the policy of Southwest Tennessee Community College to provide equal opportunity in employment to all present and prospective employees regardless of race, color, national origin, religion, sex, age, disability, veteran status, or religious affiliation.

It is the intent of the College to comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, as amended, The Equal Pay Act of 1975, the Pregnancy Discrimination Act, all applicable state statutes, Tennessee Board of Regents (TBR) policies and guidelines, and all regulations promulgated pursuant thereto.

Recruitment Procedures

Hiring officials wishing to fill vacant positions must submit their request via PeopleAdmin, the College's paperless applicant tracking system. In addition, all approvals and recommendations related to the request are built into the online workflow which is forwarded to various approving authorities, with the Office of Human Resources and Affirmative Action being the final review before posting.

Position postings will fall into one of the following categories:

- **Department Only:** Must be actively employed as regular full-time or regular part-time employee within the posting department. This category of posting will only be used to fill opportunities for promotion resulting from departmental reorganizations or position reclassifications when there are no vacant positions in the department and no additional positions being added to the department.
- **Internal –** Must be actively employed as regular full-time or regular part-time employee at the College.
- **External –** Open to all qualified individuals whether or not currently employed at the College.

Application Deadlines-The external advertising period for non-exempt, hourly paid positions is five (5) days, and for exempt, monthly paid positions, 10 days. The advertising period for faculty positions is 30 days with an initial review of applicants after 10 days. The advertising period for all internal posting is three (3) days. Any person who desires to apply for announced openings at Southwest Tennessee Community College will be afforded the opportunity to do so. Applications are accepted only for announced openings, and all applications must be submitted by 11:59 p.m. on the closing date of the announcement. All positions are electronically removed from the system once the advertising period has expired.

Advertising - All job openings are automatically advertised in PeopleAdmin and via the internet with HigherEdJobs.com. Departments will decide, based on funding, to advertise positions externally, i.e., newspapers, journals, magazines, etc. with final approval from Human Resources and Affirmative Action.

Testing – All applicable tests for clerical positions will be administered by Human Resources. Once identified, top candidates considered for the position will be scheduled for an appointment to take the required skills assessment.

Screening/Interviews – The hiring supervisor/search committee will identify the top candidates for interview. Applicants recommended for interview must be approved by Human Resources prior to being invited for a telephonic or in-person interview. If required, Human Resources will submit the recommendation to the Tennessee Board of Regents (TBR) Office of Access and Inclusion for approval. No offer may be made until these steps have been completed.

A Search Committee must be appointed and approved for all faculty, administrative, and professional positions. The Search Committee will be formed at the beginning of the search. The members of the committee (a minimum of three (3) persons including the chairperson) will be selected by the hiring administrator and approved by Human Resources. The hiring administrator is the chairperson by default. Search committees must be diverse. A member must be present at all interviews in order to provide feedback. The final recommendation of the committee must be based on the assessment of a diverse group of members.

References and Background Checks - The hiring official will conduct reference checks on candidates being recommended for hire. The Human Resources Department will

conduct appropriate background checks on recommended applicants. All investigations, disclosures, and notifications will be in compliance with the Fair Credit Reporting Act.

Hiring Recommendations – The hiring official will submit the hiring recommendation via PeopleAdmin at the conclusion of the search process. Hiring recommendations requiring Tennessee Board of Regents approval will be forwarded by Human Resources to TBR for review.

Compensation – Salaries for new hires and existing employees will be established in accordance with current compensation practices as implemented by Human Resources.

Job Offer – Human Resources will notify the successful candidate of the offer of employment by telephone and letter upon approval of the President. Human Resources will notify unsuccessful candidates by email. No official at the College is authorized to negotiate salaries or make offers of employment without prior approval from the Executive Director of Human Resources.

In the event the offer is rejected, the Office of Human Resources will notify the hiring administrator who will then either select another candidate, or restart the selection process as outlined in this policy.

All offers of employment will be contingent upon the receipt of required official transcripts, applicable physical examinations, and a background check.

Promotion and Transfer of Current Employees

Promotion – A promotion is a change in position and/or title to a position occupying a higher pay grade. Promotions may be the result of an employee applying for a vacated position, a newly created position, a reclassified position, or a position redesigned in a departmental reorganization.

Transfer – A transfer is the movement to a position in the same pay grade.

Eligibility to Apply for Openings – Any employee who wishes to apply for other College positions may do so **except** in three cases:

- The employee received a letter of reprimand within six months of the closing date of the posting.
- The employee has current behavior or performance deficiencies.
- The position is posted internally by another department and the employee has not completed at least six months continuous service in his or her current position.

Application Process - Current employees will follow the same application process as described in the Recruiting Procedures. Additionally, current employees must submit with their application a completed Supervisor's Certification of Eligibility for Promotion or Transfer form and a copy of their most recent performance evaluation.

Supervisor's Certification of Eligibility for Promotion or Transfer – The current supervisor must certify that the employee currently meets the eligibility requirements listed above and that no disciplinary action is pending against the employee.

NOTE: Employees who apply for positions in lower grades or the same grades are not eligible for a salary increase.

Notice to Department - All employees who accept other positions with the College must give their current supervisor at least two weeks' notice, although preferably administrative/professional employees will give a one-month notice. The supervisor, at their discretion, may waive the notice requirement. A present employee who has applied for another open position will not be rejected solely because of this notice requirement.

General

New Employee Orientation – All regular, full-time employees and regular part-time employees must attend a New Employee Orientation during which College policies and benefits are explained. Benefits enrollment is administered during this orientation.

Probationary Employment Period - All new employees are required to complete a minimum six-month probationary period. During this period, their work will be continually reviewed and evaluated to determine if continuation of employment with the College is appropriate. If deficiencies are noted, new employees may be terminated during the six-month probationary period or the probationary period may be extended. Supervisors should contact Human Resources for assistance with these decisions. As notification of successful completion of the probationary period, the supervisor shall conduct a formal performance appraisal with the new employee, obtain his or her signature, and submit the form to Human Resources for insertion into the employee's file.

Nepotism - The State nepotism law is designed to prevent occurrences whereby relatives who are employees of the State are in a direct supervisory line with respect to each other. In order to guard against these practices the State prohibits governmental employees who are relatives from being placed within the same line of supervision (chain of command) where one relative has decision making authority affecting the supervision, job performance, or work activity of another relative. A relative is defined as:

- parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, sister-in-law, daughter-in-law, or other family member who resides in the same household.
- See the complete TBR Guideline on Nepotism at: <http://www.tbr.edu/policies/default.aspx?id=1766>

Contract – Newly hired employees are required to execute the appropriate employment contract setting forth the conditions of employment as outlined in TBR Guideline P-010 from the President via Human Resources.

**Supervisor's Certification of Eligibility
For Promotion or Transfer**

This form must be completed when applying for any internal vacancy within Southwest

Please ensure that the application form is completed fully and submitted to HR on or before the closing date. Applications received after the closing date may not be considered.

SECTION 1			
Position Applied for:		Posting Number:	

SECTION 2 - PERSONAL DETAILS			
Name:		Current Department:	
Current Position:		Current Supervisor:	

ELIGIBILITY CRITERIA
Applications will only be accepted from candidates that: <ul style="list-style-type: none"> a) Are applying for a position in their current department or have completed a minimum six months employment in their current department. b) Have no Letters of Reprimand issued in the past six (6) months. c) Are not under a disciplinary probation period.

SECTION 3 - Employee Certification
To the best of my knowledge and belief, I am eligible to apply for vacant positions at Southwest. I understand that it is my responsibility to inform the hiring supervisor if my status changes prior to beginning employment in a new job or department.
Employees Signature _____ Date _____

Please print this form and pass to your immediate supervisor for completion.

SECTION 4 - TO BE COMPLETED BY THE EMPLOYEE'S IMMEDIATE SUPERVISOR		
Do you support the employee's application for this vacancy?		
<i>Please give reasons for your answer.</i>		

Is the employee performing the current duties at an acceptable level?	Yes	No
Has the employee received a letter of concern or reprimand within the past six months?	Yes	No
Is the employee under investigation for violation of the College's Code of Conduct?	Yes	No
Based upon your direct knowledge, does the employee possess the knowledge, skills, abilities, and experience to perform the duties of the position to which they are applying?	Yes	No

To the best of my knowledge and belief, the statement I have made in this application is true and correct.
Supervisor's Signature _____ Date _____

Please forward the completed form to the HR Department