HIRING PRACTICES

DC
(LOCAL)

GOAL	The College District seeks the highest qualified person for any position based on knowledge, skill, ability, and other qualifications actually needed for the job.
VACANCIES	When a position within the College District becomes vacant, the College President or designee shall determine the appropriateness of advertising internally versus externally to fill the position. If the decision is made to advertise internally first, the position shall be posted for two weeks within the College District before advertising externally. Only those employees who are fully qualified for the position shall be considered for a lateral transfer or promotion within the College District. However, the College President may reject all internal applicants and advertise externally when such would be in the best interest of the College District.
PROMOTIONS	The Board recognizes the importance of internal promotions as a tool of personnel management and as a reward for good service by employees. Whenever current employees have the qualifications for promotion, it is the intention of the Board that they shall be given every consideration possible.
QUALIFICATIONS	No person shall be eligible for employment in any position for which the person is not qualified by a test of uniformly applied standards, nor shall a person be eligible who does not otherwise meet the job requirements of the position as prescribed by this manual or other administrative provisions.
EMPLOYMENT OFFER	The College President may employ personnel for whom Board employment authorization is necessary on a temporary basis, pending Board authorization, when necessary to prevent a significant disruption of College District operations.
APPLICATIONS	All applicants shall complete the application form supplied by the College District. Information in applications for contractual positions shall be verified before a contract is offered, and information in applications for noncontractual positions shall be verified before hiring or as soon as possible thereafter. Any falsification of either information or credentials shall be cause for dismissal or denial to employ.
EMPLOYMENT	Initial and renewal employment of all professional-level personnel shall be recommended by the administration of the College District and approved by the Board.
EMPLOYMENT PRACTICES	The College District shall follow prudent personnel practices when recruiting, interviewing, screening, and employing all personnel. In the spring semester each year, the statement of desire concerning reemployment shall be sent to all employees of the College

District for the purpose of indicating their desire for reemployment for the coming academic year.