

Human Resources

RECRUITMENT & HIRING PROCEDURE

*References: Education Code Section 87100 et seq.; 87400 and 88003;
Title 5 Section 53000 et seq.;
Accreditation Standard III.A*

I. GENERAL INFORMATION

Policy and Procedure No. 7120 address the District's recruitment and hiring of all employees other than the Superintendent/President. The Governing Board will establish a separate procedure for filling the position of the Superintendent/President (see District Policy and Procedure No. 2431).

The Southwestern Community College District is committed to providing full and fair opportunity for all qualified individuals to compete for hiring and promotion, and to enjoy the benefits of employment with the District. Through cooperative participation, the Governing Board shares responsibility with the District administration, all employees and students for ensuring equal employment opportunity procedures are an integral part of all recruitment and hiring processes.

The District shall actively recruit from both within and outside the District work force to attract qualified applicants for all openings. This shall include outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all new full-time and part-time openings in all job categories and classifications, including, but not limited to, faculty, classified employees, categorically-funded positions, and all administrative positions. Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry.

At any point in any recruitment and hiring process, the Superintendent/President may request a report from the Director of Human Resources summarizing the steps taken to adhere to the District's Equal Employment Opportunity Plan and District Policy and Procedure No. 3420, "Equal Employment Opportunity."

In the event any portion of this procedure directly conflicts with a contract negotiated and entered into between the District and a recognized employee bargaining unit, such portions of the negotiated contract shall take precedence over this procedure, providing there is no conflict with new or existing law, in which case the law shall take precedence.

Human Resources

RECRUITMENT & HIRING PROCEDURE

A. DEFINITIONS

“Acting” is defined as a District employee appointed to take on the duties of an open position while maintaining responsibility for the duties of his/her current position, for a period not to exceed six months, in order to allow for full and open recruitment for the open position. In extraordinary circumstances, as determined by the District, an employee’s appointment in an acting position may be extended for an additional period not to exceed six months.

"Adverse impact analysis" means that a statistical measure is applied to the effects of a selection procedure in order to ensure that any lack of a diverse applicant pool did not result from discriminatory recruitment procedures. The Human Resources Office is responsible for performing adverse impact analysis on the recruitment process for all permanent and/or probationary positions (pursuant to *California Code of Regulations, title 5, §53023*). This process is further addressed in the District’s Equal Employment Opportunity Plan, and District Procedure No. 3420, “Equal Employment Opportunity.”

“Ethnic Minorities” means Native Americans, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

“Familial relationship” is defined as mother, father, son, daughter, grandmother, grandfather, grandchild, brother, sister, cousin and current or former spouse, in-laws, and step-relations of the employee or of the spouse of the employee; any person for whom the employee has been designated as legal guardian; or any person who has ever lived in the immediate household of the employee.

“Hiring Compliance Officer” (HCO) is a non-voting member of every Selection Committee, designated by the Human Resources Office, who acts as an observer and advisor in all stages of the hiring process. The HCO is charged with ensuring that Selection Committees follow fair employment practices and adhere to the requirements of *title 5, §53000 et seq.*, the Education Code, and the District’s policies and procedures in screening, interviewing, discussing and selecting candidates for employment.

“In-house” or “promotional only” / “business necessity” - The District shall use in-house or promotional only recruitment solely in the event of business necessity. “In-house” or “promotional only recruitment” means that only District employees are eligible to apply for a position. “Business necessity” means circumstances which rise above mere business convenience that justify an exception to the requirements of full and open recruitment and would result in substantial additional financial cost to the District or pose a significant threat to

Human Resources

RECRUITMENT & HIRING PROCEDURE

human life or safety. Business necessity does not exist when an alternative practice will serve business needs equally well.

“Interim employee” is defined as a District employee filling an open position through an open recruitment process for the minimum time necessary to allow for full and open recruitment, not to exceed one year. If an employee is temporarily reassigned to another position, his/her current position may be filled by an interim employee until the return of the incumbent, for a period not to exceed one year.

“Part-time” and “Temporary Hourly,” as used in this document, includes the following employee groups:

- Adjunct faculty (part-time instructional and non-instructional)
- Temporary short-term hourly (non-academic)

“Permanent/Probationary Positions,” as used in this document, include of the following employee groups:

- Educational administrators
- Instructional and non-instructional academic employees (tenure-track)
- Instructional and non-instructional academic employees (tenured)
- Classified administrators (managers, supervisors and directors)
- Classified confidentials
- Classified bargaining unit

“Protected Groups” are persons who are specifically protected from discrimination by *title 5, §59300*, on the basis of the following actual or perceived characteristics: age, ancestry, color, ethnic group, mental disability, national origin, physical disability, race, religion, sex or gender, and/or sexual orientation.

“SCCDAA” – Southwestern Community College District Administrators’ Association

II. HIRING PROCEDURES FOR ALL PERMANENT/PROBATIONARY POSITIONS

Recruitment and hiring for all permanent, full-time positions other than the Superintendent/President consist of the following components, each of which is fully detailed within this Procedure:

1. Establishment of an open position and/or a classification;
2. Posting of the open position;
3. Receipt of applications;
4. Formation of a Selection Committee;
5. Required and optional hiring procedures;
6. Final approval

Human Resources

RECRUITMENT & HIRING PROCEDURE**1. Open Positions**

When a new classification or position is recommended, the recommendation must include a proposed job description, required qualifications and a recommended salary range. The recommendation will be reviewed by the administrative supervisor, the responsible Vice President and the Superintendent/President prior to submitting the recommendation to the Governing Board. New classifications are subject to technical review. No position will be advertised by the Human Resources Office without Governing Board approval and a written authorization by the Vice President of the area staffing the vacancy.

A vacant or open position occurs when:

- (a) an existing position becomes vacant; or
- (b) a new classification is authorized by the Governing Board; and/or
- (c) a new position is authorized by the Governing Board.

2. Posting of the Open Position

The Human Resources Office will prepare a job announcement and will notify all on-campus personnel of open positions. The Human Resources Office will advertise as appropriate, utilizing a wide array of venues that will promote and generate a qualified and diverse pool of applicants, and meet requirements of *title 5, §53021*.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary to job performance. Posting of open faculty positions will follow the established faculty hiring prioritization process. Faculty job descriptions will be developed in consultation with discipline faculty. For faculty and administrative positions job requirements shall include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by Human Resources in consultation with the appropriate committee(s) before the position is announced to ensure conformity with the requirements of *title 5, (§§53021-53025)* and other state and federal nondiscrimination laws.

The Human Resources office will consult with subject matter experts to design the job announcement and recruitment and advertising plan.

Human Resources

RECRUITMENT & HIRING PROCEDURE**3. Receipt of Applications**

The Director of Human Resources, or designee, will receive and collect all applications and will verify the completeness of all materials prior to candidates being invited to campus for an interview. All application materials received by the District will be provided to the Selection Committee for consideration.

The Director of Human Resources, or designee, has the responsibility to take appropriate action to ensure that the applicant pool for all positions is broadly inclusive and affords all groups equal opportunity to obtain information about District openings, pursuant to District Policy 3420 and Procedure 3420, titled Equal Employment Opportunity, as well as the District's Equal Employment Opportunity Plan. Appropriate action may include extending the application period, expansion of the interview pool, halting the process and re-advertising the position, or providing written rationale as to why the hiring process should continue.

4. Selection Committees**4.1 General Procedures Applicable to All Selection Committees**

- A. Upon the authorization to proceed with recruitment for an open position, a Selection Committee will be established through the procedures fully described in Item 4.3. All voting members of Selection Committees must be District employees, excepting students and "off-campus consultants," whose participation is specifically provided for in this document. The Director of Human Resources, in consultation with the Vice President for Human Resources, will review and make changes regarding the composition of any selection committee with respect to diversity.
- B. Any employee group not specifically named in the procedures for establishing Selection Committees described in Item 4.3 may request the opportunity to name a representative to any Selection Committee by contacting the Director of Human Resources within one week of posting the open position.
- C. The Director of Human Resources will designate a Hiring Compliance Officer (HCO) to work with each and every Selection Committee. The HCO will serve as a non-voting Selection Committee member and technical advisor throughout the selection process.

Human Resources**RECRUITMENT & HIRING PROCEDURE**

- D. The Director of Human Resources will work with the appropriate Vice President, or designee, to establish a timeline for each hiring process. The timeline will be distributed to each employee group designated herein to appoint members of the selection committee. Each timeline shall include a minimum of one week for appointing groups to make appointments and a desired date for governing Board approval of the successful candidate. Ability to commit to the timeline shall be a requirement for participation on a selection committee. If the appointing group does not submit a name by the date on the timeline, the group shall forfeit its right to representation on the committee.
- E. Confidentiality must be maintained throughout the recruitment and hiring process. Each member of the Selection Committee must sign a Confidentiality Agreement for Selection Committee Members and Statement of Compliance for Selection Committee Members (Non-Discrimination Statement). Any breach of confidentiality will result in the removal of the committee member and abeyance of the recruitment process. There are limited circumstances under which disclosure of confidential information is authorized (to a District-hired investigator, under subpoena, etc.). No discussions regarding the selection process shall take place outside the Selection Committee meetings. Any unauthorized disclosure of confidential information by a Selection Committee member may result in suspension from serving on selection committees in the future.
- F. The Human Resources Office is responsible for the orientation of the Selection Committee and the collection and distribution of application documents reviewed by the Selection Committee. Orientation will take place at the Selection Committee's initial meeting. Each committee member will be required to participate in a recruitment orientation conducted by the Human Resources Office each time he or she is appointed to a Selection Committee.
- G. The membership of the Selection Committee will not change during the process, except in the event of an emergency, or as necessary as determined by the Director of Human Resources in consultation with the Vice President for Human Resources and the Chair of the Selection Committee, if applicable.
- H. A member's absence from any Selection Committee meeting may result in the absent member being removed from the committee.

Human Resources

RECRUITMENT & HIRING PROCEDURE**4.2 Responsibilities Applicable to All Selection Committees**

- A. Prior to reviewing candidates' application materials, the Selection Committee will meet to review the job description, and job announcement, and establish a list of mutually acceptable criteria and priorities to evaluate the qualifications of candidates for the position.
- B. The Selection Committee will identify its chairperson, and an emergency back-up chairperson, at its initial orientation meeting.
- C. The Selection Committee chairperson is responsible for establishing operating procedures, including agreed-upon ground rules, meeting dates and times, and moving the selection process forward in a timely manner.
- D. The entire Selection Committee shall review the application forms and accompanying documents of all candidates and reach consensus on the pool to be interviewed.
- E. Each Selection Committee member shall be required to sign and submit to Human Resources a statement disclosing familial, personal and/or financial relationships with any applicants. To avoid all perceptions of conflict of interest, the Director of Human Resources shall be the final arbiter regarding removal of committee members for potential conflict of interest.
- F. The entire Selection Committee shall reach consensus on the appropriate interview questions and any optional selection steps that will be utilized in the screening process of all candidates.
- G. The entire Selection Committee shall participate in the personal interview process. In the event any Selection Committee member is unable to participate in the personal interviews, said member shall be precluded from voting on the finalist(s).
- H. For each interview, each Selection Committee member shall complete the forms provided by the Human Resources Office. These forms will be included in the recruitment file at the conclusion of the interviewing process.
- I. All written materials regarding the selection and interview process, including forms provided by the Human Resources Office and separate notes taken by individual selection committee members, must be turned in

Human Resources**RECRUITMENT & HIRING PROCEDURE**

to the Human Resources Office at the completion of the selection process to become part of the permanent file.

4.3 Procedures for Establishment of Selection Committees**A. Educational Administrator Positions**

1. The Superintendent/President, or designated administrator, is responsible for initiating the process in a timely manner. The Selection Committee shall be comprised of the following required members:
 - One (1) educational administrator appointed by the Superintendent/President, or designee;
 - One (1) administrator appointed by the SCCDAA;
 - Two (2) faculty members appointed by the Academic Senate President;
 - One (1) classified confidential employee appointed by the chairperson of the Classified Confidentials Employee Group;
 - One (1) classified staff member appointed jointly by the Classified Senate President and the CSEA President; and
 - one (1) student member appointed by the A.S.O. President.
2. Additional members (including off-campus consultants) may be added to the Selection Committee, if mutually agreed upon by the members of the Selection Committee, the Superintendent/President, or designee, Academic Senate President, President of SCCDAA, and the Director of Human Resources. Off-campus consultants will be non-voting members.

B. Instructional and Non-Instructional Faculty

1. The responsible administrator, or designated administrator, shall initiate the process in a timely manner. The Selection Committee will be comprised of the following required members:
 - two (2) or four (4) faculty members;
 - o 50% selected by the responsible administrator
 - o 50% selected by faculty from the same or related disciplines. In the event the faculty appointees cannot be agreed upon, the Academic Senate President, after conferring with the appropriate faculty and responsible administrator, will appoint the faculty Selection Committee members.

Human Resources**RECRUITMENT & HIRING PROCEDURE**

- one (1) student member appointed by the ASO President; and
- the responsible administrator, or designated administrator.

Upon consensus of the Selection Committee, the CSEA President may be invited to appoint a voting member.

2. Additional members may be added to the Selection Committee, if mutually agreed upon by the Selection Committee members, the Superintendent/President, or designee, Academic Senate President, the responsible administrator, and the Director of Human Resources.

C. Classified Administrators

1. The direct supervisor of the vacant position, or designated supervisor, shall serve as chairperson and shall be responsible for initiating the process in a timely manner. The Selection Committee shall be comprised of the following required members:
 - one (1) educational administrator appointed by the Superintendent/President, or designee;
 - one (1) classified administrator appointed by SCCDAA; and
 - one (1) Classified employee appointed by the CSEA President.

The following members will be appointed as appropriate:

- one (1) faculty member appointed by the Academic Senate President for those positions that have regular contact with faculty; and/or
- one (1) student appointed by the ASO President for those positions that have continuous and direct daily student contact as determined by the Director of Human Resources.

2. Additional members may be added to the Selection Committee, if mutually agreed upon by the Selection Committee members, SCCDAA and the Director of Human Resources.

D. Classified Confidential Employees

1. The direct supervisor of the vacant position, or designated supervisor, shall serve as chairperson and shall be responsible for initiating the process in a timely manner. The Selection Committee shall be comprised of the following required members:
 - one (1) educational administrator appointed by the Superintendent/President, or designee;

Human Resources**RECRUITMENT & HIRING PROCEDURE**

- one (1) classified administrator appointed by SCCDAA; and
 - one (1) classified confidential employee appointed by the chairperson of the Classified Confidential Employee Group.
2. Additional members may be added to the Selection Committee, if mutually agreed upon by the Selection Committee members and the Director of Human Resources.

E. Classified Bargaining Unit Positions

1. The direct supervisor of the vacant position, or designated supervisor, shall serve as chairperson and shall be responsible for initiating the process in a timely manner. The Selection Committee shall be comprised of the following required members:
 - one (1) classified employee appointed by the Classified Senate;
 - one (1) classified employee appointed by the CSEA; and
 - one (1) employee appointed by the Director of Human Resources.
2. Additional members may be added to the Selection Committee, if mutually agreed upon by the Selection Committee members and the Director of Human Resources.

5. Hiring Procedures

The hiring procedures for all permanent/probationary positions shall include the following five (5) required steps.

A. Required Steps

1. **Preliminary Documents Review** - Application form, supporting documents (transcripts, letters of recommendation, etc.) submitted by all candidates within prescribed timelines will be reviewed and assessed by the District Selection Committee.

Any optional steps the Selection Committee wishes to include in the hiring process must be agreed upon by the entire committee before the commencement of Required Step 2, "Personal Interviews."

2. **Personal Interviews** - An individual, personal interview by the entire Selection Committee will be conducted for applicants who submit a complete application packet by the filing deadline, pass the preliminary document review, and who are mutually agreed upon by

Human Resources

RECRUITMENT & HIRING PROCEDURE

the Selection Committee. The interview may be conducted by telephone, video or other electronic methods if necessary. A teaching demonstration will be required as part of the interview process for all instructional faculty positions. Other types of job-related demonstrations may be required for classified, administrative and non-instructional positions, to be determined by the Selection Committee

3. **Reference Verification** - Reference checks will be conducted and verification of transcripts and other application documents will be made at any step of the hiring process deemed appropriate by the Selection Committee. Such reference checks will be conducted by the Committee Chairperson or designee, as approved by the Director of Human Resources. No fewer than three (3) references shall be contacted and documented on a prescribed form provided by the Human Resources Office. Selection Committees are restricted to contacting only those persons who are listed within the application packet. Applicants shall be contacted only by the Selection Committee Chairperson if there is a need for additional reference sources. **Note:** No member of the Selection Committee may provide a reference verification as described in this section. A member of the Selection Committee may write a letter of recommendation for a candidate.
4. **Final Interviews** – Procedure will vary according to type of position, fully described in Item No. 6, below.
5. **Final Approval** – Final approval of employment for all positions rests with the Governing Board.

B. Optional Steps

In addition to the five (5) required steps in the selection process, the Selection Committee, may, by mutual consent, agree to use one or more of the following optional steps in the hiring process. If one or more optional steps are agreed upon, they must apply to all candidates selected for an interview. It must be determined that any optional procedure will not have a disparate impact upon any protected group.

1. **Telephone Interview** - A telephone interview or video-conference may be arranged in lieu of a personal interview under extenuating circumstances and with the approval of the Human Resources Office and the responsible Vice President.

Human Resources

RECRUITMENT & HIRING PROCEDURE

2. **District Tour** - The candidate may be given a tour of the District by a Southwestern College staff member not serving on the Selection Committee. Southwestern College staff serving as tour guides shall do so voluntarily and follow a prescribed format agreed upon by the Selection Committee.
3. **Written Activity** - A written activity may be designed by the Selection Committee, which would demonstrate the candidate's expertise in areas related to the position for which he/she is applying.
4. **Live/Video/Audio or Other Presentation** - The candidate may be requested to provide a presentation to demonstrate his/her teaching skills, instructional styles or professional proficiency related to the faculty position for which he/she is applying.
5. **Site Visit** – Site visits will shall be optional for Vice President positions only, and shall take place prior to the final interviews. Site visit participants will include the Selection Committee chair and a minimum of two members selected by the committee.
6. **Other Options** - The Selection Committee may design and mutually agree upon another job-related activities or demonstration.
7. **Emergency Procedures** may be used upon agreement by all available members of the Selection Committee and the Director of Human Resources, in consultation with the Vice President for Human Resources.

6. Final Interview Procedures**A. Educational Administrator Positions**

1. The Selection Committee will send no fewer than three (3) names of finalists, in alphabetical order, to the Superintendent/President for selection. If the Selection Committee chooses to forward fewer than three (3) names, a memo to the Superintendent/President justifying this choice will be required.
2. The Superintendent/President and/or designee will interview all recommended candidates with the Hiring Compliance Officer present.
3. In the event the Superintendent/President is unsatisfied with any of the candidates forwarded by the Selection Committee, the Superintendent/President and the Selection Committee will agree to return

Human Resources**RECRUITMENT & HIRING PROCEDURE**

to the pool of applicants and make further recommendations from that pool. If there is no agreement, the process shall be reopened.

4. Prior to making a recommendation to the Governing Board, the Superintendent/President and/or designee will review the recommendations with the Selection Committee.
5. The final interviews for all Vice President positions may be conducted by the Governing Board (District Policy No. 2432).
6. The Superintendent/President will submit the candidate for each administrator position to the Governing Board for approval.

B. Instructional & Non-Instructional Faculty Positions

1. The Selection Committee will send no fewer than three (3) names of finalists, in alphabetical order, to the Superintendent/President for selection. If the Selection Committee chooses to forward fewer than three (3) names, a memo to the Superintendent/President justifying this choice will be required.
2. The Superintendent/President and the responsible Vice President will interview all recommended candidates with the Hiring Compliance Officer present.
3. In the event the Superintendent/President is unsatisfied with all of the candidates forwarded by the Selection Committee, the Superintendent/President and the Selection Committee will agree to return to the pool of applicants and make further recommendations from that pool. If there is no agreement, the process shall be reopened.
4. Prior to making a recommendation to the Governing Board, the Superintendent/ President and the responsible Vice President will review the recommendations with the Selection Committee with the Hiring Compliance Officer present.
5. The Superintendent/President will recommend a candidate for employment to the Governing Board.

C. Classified Administrator Positions

1. The Selection Committee will send no fewer than three (3) names of finalists, in alphabetical order, to the Superintendent/President for selection. If the Selection Committee chooses to forward fewer than three (3) names, a memo to the Superintendent/President justifying this choice will be required.

Human Resources**RECRUITMENT & HIRING PROCEDURE**

2. The Superintendent/President and the responsible Vice President will interview all recommended candidates with the Hiring Compliance Officer present.
3. In the event the Superintendent/President is unsatisfied with any of the candidates forwarded by the Selection Committee, the Superintendent/President and the Selection Committee will agree to return to the pool of applicants and make further recommendations from that pool. If there is no agreement, the process shall be reopened.
4. Prior to making a recommendation to the Governing Board, the Superintendent/President and the responsible Vice President will review the recommendations with the Selection Committee with the Hiring Compliance Officer present.
5. The Superintendent/President will recommend a candidate for employment to the Governing Board.

D. Classified Confidential Positions

1. The Selection Committee shall forward a recommendation memo to the responsible administrator, naming the top three (3) candidates in ranked order.
2. The responsible administrator, or designated administrator, may interview the top three candidates identified by the Selection Committee with the Hiring Compliance Officer present, and review the recommendations with the Selection Committee in the presence of the HCO.
3. If the responsible administrator or designated administrator does not wish to interview the top three candidates, the name of the highest ranked candidate shall be forwarded to the Director of Human Resources as indicated in item 5 below.
4. In the event the responsible administrator is unsatisfied with any of the candidates forwarded by the Selection Committee, the administrator and the Selection Committee will agree to return to the pool of applicants and make further recommendations from that pool. If there is no agreement, the process shall be reopened.
5. Upon approval, the administrator shall forward the name of the recommended candidate to the Director of Human Resources.

Human Resources**RECRUITMENT & HIRING PROCEDURE**

6. Human Resources shall submit the name of the candidate recommended for a position to the Superintendent/President, or designee, and the Governing Board for approval.

E. Classified Bargaining Unit Positions

1. The Selection Committee shall forward a recommendation memo to the responsible administrator, naming the top three (3) candidates in ranked order.
2. The responsible administrator, or designated administrator, may interview the top three candidates identified by the Selection Committee with the Hiring Compliance Officer present, and review the recommendations with the Selection Committee in the presence of the HCO.
3. If the responsible administrator or designated administrator does not wish to interview the top three candidates, the name of the highest ranked candidate shall be forwarded to the Director of Human Resources as indicated in item 5 below.
4. In the event the responsible administrator is unsatisfied with any of the candidates forwarded by the Selection Committee, the administrator and the Selection Committee will agree to return to the pool of applicants and make further recommendations from that pool. If there is no agreement, the process shall be reopened.
5. Upon approval, the administrator shall forward the name of the recommended candidate to the Director of Human Resources.
6. Human Resources shall submit the name of the candidate recommended for a position to the Superintendent/President, or designee, and the Governing Board for approval.

Human Resources

RECRUITMENT & HIRING PROCEDURE**III. HIRING PROCEDURES FOR PART-TIME AND TEMPORARY HOURLY**

The Human Resources Office is responsible for performing adverse impact analysis on the recruitment process for adjunct faculty and short-term hourly positions on an annual basis.

1. Adjunct Faculty (Part-Time Instructional and Non-Instructional)**a. Open Positions**

The need for adjunct faculty is determined by the academic master schedule for each semester. The schedule is developed in anticipation of student enrollment and is refined through the registration process including the first week of classes. (See SCEA Contract for information regarding the prerogatives of permanent/probationary faculty for overload assignments).

b. Announcement / Recruitment

The School Dean, in consultation with the Department Chair, and in cooperation with the Human Resources Office and Educational Administrators, should continually seek qualified applicants for adjunct positions at Southwestern College, through outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District. Recruitment for adjunct faculty positions may be conducted separately for each new opening or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required (*title 5, §53021(a)*).

School faculty are encouraged to submit names for an adjunct hiring pool to assist the responsible administrator with adjunct faculty hiring. In the event the Dean must go outside the identified pool, School discipline faculty input will be solicited whenever possible.

c. Screening

Individuals wishing to obtain adjunct employment with the District shall complete the District employment application, conviction questionnaire and confidential information form. The School Dean, or designee, shall retain the applications. The conviction questionnaire and confidential information form shall be forwarded to the Human Resources Office.

It is the responsibility of the School Dean, or designee, to screen written applications to determine if an individual meets the qualifications desired for an

Human Resources**RECRUITMENT & HIRING PROCEDURE**

adjunct position. The name will then be retained in an active pool of qualified candidates who are under consideration for employment (depending on the need for each semester or summer session).

Faculty within the discipline will participate in the selection of adjunct faculty whenever possible.

d. Interviewing

The Human Resources Office will assist as requested in the recruitment and interview process for adjunct positions. The School Dean, or designee, will maintain folders for each applicant and personally interview each applicant being considered for adjunct assignment.

e. Employment

Confirmation of employment by the District occurs when the School Dean signs the Adjunct Instructor Agreement as the agent of the District. The area Vice President submits a list of adjunct instructors to be included in the next Board agenda.

2. Temporary Hourly (Non-Academic)**a. General Information**

Short-term, temporary non-academic employees paid on an hourly basis may be employed in the following categories:

- Professional experts
- Substitutes for absent contract employees
- Temporary increase in workload
- Filling in for 60 days during recruitment
- Other as approved by the Superintendent/President

No employee hired under this section may perform work for the District more than 175 full or partial days within any fiscal year. The hourly employee's direct supervisor is responsible for monitoring the days worked and must keep the Human Resources Technician for Classified Employees informed as to the number of days worked when the employee exceeds 150 days. Any supervisor failing to maintain and communicate this information will be subject to disciplinary action.

Applications for hourly positions are collected throughout the year by Human Resources, and forwarded to managers upon request. Managers should

Human Resources

RECRUITMENT & HIRING PROCEDURE

interview at least three (3) candidates, whenever possible, perform reference checks, and select the best-qualified candidate. The Human Resources Transaction (HRT) form request for short-term hourly employee is given to the Human Resources Technician – Classified, to be included in the next Board agenda. No hourly employee may start working with the District until approval by the Governing Board.

Hourly employees hired in support of grant or other programs previously approved by the Governing Board may begin work upon submission of the documents to the Vice President and Human Resources. The Governing Board agenda approval page must be attached to the HRT.

b. Process

- Requested by Director/Dean/Manager/Supervisor using HRT, including anticipated calendar of days to be worked
- Prospective employee signs the HRT
- Approved by respective Vice President
- Approved by Fiscal Services for budget number and funds availability
- Human Resources submits the information on Governing Board agenda
- Governing Board approves the assignment.
- Human Resources forwards to Payroll for processing

Any exceptions to this process must be approved by the Superintendent/President. The Superintendent/President has authority to approve short-term temporary hourly employees to begin work for the District before submission to the Governing Board only in legitimate emergency situations.

IV. HIRING PROCEDURES FOR INTERIM EMPLOYEES

(California Code of Regulations, title 5, §53021)

A position may be filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceed one year in duration.

The California Community Colleges' Chancellor's Office may approve an extension of up to one additional year if the District demonstrates business necessity.

1. In-House Recruitment

Where in-house or promotional only recruitment is conducted, the District shall do the following:

Human Resources

RECRUITMENT & HIRING PROCEDURE

- a. Comply with its established hiring procedures;
- b. Allow all District employees who can demonstrate they are qualified to apply for the position;
- c. Notify the Chancellor's Office and the District's Diversity Advisory Committee at least 10 working days prior to offering the position to a candidate, as proscribed by the Chancellor's Office.

2. Independent Contractor

An administrative position may be filled on an interim basis by an individual not currently employed by the District, who is specially trained, experienced, and competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the position. Such interim administrator must be engaged to serve the District through a professional services contract (independent contractor agreement). No appointment or series of appointments pursuant to this provision may exceed a period of one year.

Office of Primary Responsibility: Human Resources