

EMPLOYMENT PRACTICES

DC
(LOCAL)

The College District shall not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information. [See DAA]

GUIDELINES

Guidelines for recruitment shall be as follows:

1. The College District shall actively recruit people who meet eligibility requirements for employment.
2. Hiring practices for personnel in the College District may include any or all of the following:
 - a. Advertisements with appropriate national professional journals and job registries via hardcopy or online.
 - b. Consideration of unsolicited applications or inquiries.
 - c. Area and regional newspaper advertisements.
 - d. Job announcements of vacancies to area and regional colleges and universities.
 - e. Any other method of advertising or posting allowed by law.
3. All applicants shall complete the application required by the College District. Any false or omitted information on such application or on any form submitted to the College District shall be cause to deny employment or to dismiss the employee.

The provisions above shall not apply if a vacant position is filled on an interim basis, if a position is part-time and requires an employee immediately, or if a position is filled internally by a transfer or a promotion.

The College District shall make explicit the College District's commitment to equal opportunity employment in all recruiting announcements or advertisements. This shall be accomplished by stating that the College District is an equal opportunity employer.

The human resources department shall maintain detailed reports and announcements that support the above-recruiting guidelines and demonstrate good faith with the equal opportunity/affirmative action policies of the College District.

EMPLOYMENT
PROCEDURES

Procedures for employment of personnel shall be as follows:

1. The immediate supervisor, dean, and/or appropriate vice president shall be involved in the recruitment and screening of applicants.

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2. Initial interviews shall be conducted by the immediate supervisor, dean, and/or appropriate vice president, or selected committee.
3. The appropriate vice president, dean, or immediate supervisor shall make recommendations for employment to the College President.
4. The Board delegates to the College President final authority to employ and dismiss all employees with the exception of all Vice President positions. The Board retains all authority to employ and dismiss Vice Presidents. The Board further delegates and gives authority to the College President to suspend any employee, including Vice Presidents, with pay, if deemed necessary to prevent disruption to operations or for the safety of the College District. Any employment decisions by the College President shall be reviewed by the Board at its next posted meeting.

The Board may establish special procedures and/or criteria for hiring the College President.

PROMOTIONS /
TRANSFERS

A current College District employee may apply for an open position under the following conditions:

1. The employee has been employed by the College District for at least 90 days;
2. The employee has not had any disciplinary actions within the last six months; and
3. The employee has successfully completed the introductory period, as applicable. [See DCC(LOCAL)]

The supervisor shall be notified by the human resources department upon submission of an application by a qualified applicant who is a current employee.

CRIMINAL HISTORY
CHECK

The College District shall conduct a criminal history check on an employee, including a student worker, hired for certain positions. These positions shall include security-sensitive positions, such as those involving access to money or account information or working with minors. The College District may deny employment to any employee who fails to submit to or authorize such a check. An offer of employment shall be contingent upon a successful criminal history check.

PRE-EMPLOYMENT

The human resources department shall ensure that each new employee submits all required forms and documents and shall verify that the information is complete and accurate prior to authorizing

employment. Failure of the applicant to submit all required forms and documents shall be grounds to deny employment.