

	POLICY	Motion No.	EXEC 1026-2017
	Selection of Employees	Effective Date	6/27/2017
		Responsible Department	Human Resources
		Attorney Review/Date	[Attorney Name] [Date]

SCOPE

This establishes the selection and appointment policy for all staff and faculty positions, including newly established positions, continuing, term, or temporary positions.

POLICY

College personnel shall be selected on the basis of education, training, experience, ability to work with others, and demonstrated competence.

Equal Opportunity and Affirmative Action and the Americans with Disabilities Act shall be an essential ingredient of all search and selection procedures developed to implement this policy.

It is the policy of this College that the Board of Trustees selects and appoints the President of the College. The President is then responsible for the selection and appointment of all other staff of the College. The President may choose to delegate some of this responsibility to other staff as appropriate.

Nepotism

The College will not hire relatives of full-time or part-time staff members to work in an area that would result in being supervised or doing the supervising of a relative. In addition, relatives of current employees may not be hired into specific positions which are confidential in nature which includes but is not limited to Human Resources, confidential assistant positions, and the business office.

Effective Date	Motion Number	Document Author	Description of Change
6/27/2017	EXEC 1026-2017	Human Resources	Needed Board approval
5/01/2010	201	Human Resources	Possible Initial Release