

Goal of Hiring Process

Employees of the College District will follow prudent personnel practices when recruiting, interviewing, screening, and employing qualified applicants in furtherance of the Board's commitment to equal opportunity employment. Employee resources for hiring are located at [Hiring Connections](#).

Definitions of Position Types:

Regular Full-Time Authorized Positions (Faculty)

Regular full-time authorized positions (faculty) are faculty positions included in the annually adopted budget and scheduled to work as contracted during a fiscal year. Health care, paid leave, and retirement benefits are provided, if otherwise eligible.

Regular Full-Time Authorized Positions (Staff)

Regular full-time authorized positions (staff) are staff positions (exempt or nonexempt) included in the annually adopted budget and scheduled to work 40 hours per week on a regular basis throughout a fiscal year. Health care, paid leave, and retirement benefits are provided, if otherwise eligible.

Regular Part-Time Authorized Positions (Staff)

Regular part-time authorized positions (staff) are staff positions included in the annual adopted budget and scheduled on a regular basis throughout a fiscal year for not more than 19.5 hours per week although set hours are not guaranteed. Positions are part-time due to the specific workload, workforce attributes, or scheduling needs of the department. Health care, paid leave, and retirement benefits are not provided.

Overages

Overages are full-time or part-time positions (faculty or staff) that are added mid-year with the intent to memorialize as a regular authorized position in the subsequent budget development process and are reviewed annually as part of the budget process. Health care, paid leave, and retirement benefits are provided for full-time overages, if otherwise eligible.

Limited Overages

Limited overages are full-time or part-time positions (faculty or staff) created temporarily for:

1. Succession planning/training, which allows the move of an existing employee in a regular authorized position (staff) to the limited overage for a finite period not to exceed 30 days, allowing occupancy by a new incumbent. This will typically occur with a planned retirement.
2. Use for finite project assignments that require a professional-level incumbent, with approval by the Chancellor.

Health care, leave, and retirement benefits may be provided for full-time limited overages, depending on the specific circumstances. Existing employees moved to a limited overage will continue to be provided these benefits, if otherwise eligible.

EMPLOYMENT PRACTICES

DC
(REGULATION)

Adjunct Faculty Positions	Adjunct faculty positions are pool-budgeted faculty positions that are filled as needed. Positions are not included in the annual authorized budget, and position IDs are created upon request by the campus as approved by the academic affairs office. Beginning with hiring for the 2021–22 academic year, each position ID may only be occupied by one person at a time.
Interim Appointment Position	<p>Interim appointment positions may be created to temporarily assign an existing employee from another department or an external candidate to fulfill the duties of a regular full-time position while that vacant position is being filled. This is reserved for managerial-level staff (director and above) or full-time faculty positions. Unless approved by the human resources department, the appointment may not exceed six months and must run concurrently with the active recruitment to permanently fill the vacancy. Cabinet members will consider internal candidates first for the purpose of providing professional development opportunities. Interim appointees are eligible to apply for the vacancy. A cabinet member has the discretion of making the selection or preparing an internal posting to seek candidates for an interim appointment.</p> <p>Interim appointment positions may also be created to temporarily assign an existing employee to a special long-term project that is finite and does not align with an existing vacant position. The assignment and its duration require approval by the Chancellor’s Office. This does not apply to special projects assigned to employees who continue to perform their normal job duties.</p>
Part-Time Temporary Positions	<p>Part-time temporary positions (formerly known as on-call) are pool-budgeted staff positions that are filled as needed for seasonal or short-term assignments as limited by departmental funding and authorized through the human resources office. Individuals occupying these positions are limited to 1,040 hours per year. The positions may be created for an operating department or may be centralized for use College District-wide, such as an administrative pool. These positions should not be used for ongoing, regular, nonseasonal assignments. Ongoing, regular, nonseasonal assignment needs require a request for a regular full-time or part-time authorized position. Health care, leave, and retirement benefits are not provided.</p> <p>Beginning with hiring for fiscal year 2021–22, part-time temporary positions may only be occupied by a single incumbent at a time for the hours that meet the needs of the College District; if necessary, multiple part-time temporary positions may be requested to meet the operational needs of the department and to ensure one incumbent per position.</p>
Student Employees	Student employees are pool-budgeted positions that are filled as needed for seasonal or short-term assignments and are suitable

for students. Students may be funded by federal financial aid (work study) or by the College District (student assistant). Individuals occupying these positions are limited to 1,040 hours per year throughout a fiscal year, regardless of the funding source, and must be enrolled as students while working, either in the current or upcoming semester or session.

Student employees are not provided health care, leave, or retirement benefits and are exempt from FICA withholding. Hours paid to Student Employees as work study are not considered earnings for the purpose of Unemployment Compensation. Students occupying regular full-time, regular part-time, and part-time temporary positions outside of the Student Employment Program are not considered to be student employees for purposes of this regulation.

Definitions of Employee Types

Exempt Staff

Exempt staff are salaried faculty or staff positions that are ineligible for overtime pay under the Fair Labor Standards Act (FLSA) and includes administrative (nonclerical), professional, and technical staff. These employees are offered annual employment contracts if they are in a regular authorized position. Health care, leave, and retirement benefits are provided, if otherwise eligible.

Nonexempt Staff

Nonexempt staff are support staff who report time worked on time-cards and are eligible for overtime pay under the FLSA. These employees are non-contract and at-will. Health care, leave, and retirement benefits are provided, if otherwise eligible.

Conditional

A conditional staff member is any employee (staff or faculty) who is hired into a regular full-time or part-time authorized position but advised that the position is either grant-funded or under review for potential elimination or restructuring within a specified time period, no greater than two years. If appropriate for the position, the employee will receive annual contracts (prorated as needed) based on the fulfillment of the responsibilities. However, the conditional employee is not guaranteed employment beyond the current contract term, even if the position is not ultimately eliminated or restructured. Health care, leave, and retirement benefits are provided, if otherwise eligible.

Filling Vacancies

When any position is available because of an addition, resignation, or leave of absence, a personnel requisition that includes a complete job description will be submitted to the human resources office through [Hiring Connections](#). Prior to posting, the hiring department is responsible for reviewing and ensuring that the need for the position still exists.

Approval by the assigned cabinet member is required prior to posting of any position. All positions for full-time faculty and regular full-time authorized staff positions (exempt) must be reviewed by the

Chancellor's Office prior to posting. Approval at the Chancellor's team meeting is required for any reclassified or new positions (overages) prior to posting. Upon approval, the human resources office will prepare and post a vacancy notice.

The position will be advertised for a minimum of one week, except for part-time positions opening during registration or for other emergencies as determined in conjunction with the human resources office. To obtain an adequate pool of applicants, the human resources office will be authorized to approve and coordinate advertising, as appropriate.

A search advisory committee will be established by the hiring supervisor, in cooperation with human resources, to conduct interviews. Selected members of the search advisory committee who are employed by the College District must have completed all necessary training provided by the human resources office and sign the confidentiality agreement prior to being added to the committee. Any community or industry members who participate in a search advisory committee will be required to sign the confidentiality agreement.

Application Requirements

All candidates for employment will complete and submit the web-based application to the human resources office database. The applicant file will include the web-based application, unofficial transcripts, degrees granted as reported by the applicant, references, and resumes when submitted electronically.

Written inquiries concerning employment will be forwarded to the human resources office for an appropriate response.

Hiring Full-Time Faculty

Establishing Faculty Eligibility

The College District is a member of and accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). To maintain its accreditation with SACSCOC, the College District will comply with the standards contained in the Principles of Accreditation: Foundations for Quality Enhancement and with the policies and procedures of the Commission on Colleges.

General qualifications for new full-time faculty will include evidence of:

1. Knowledge of the teaching discipline subject matter;
2. Knowledge of how students learn;
3. Ability to adapt to student learning needs;
4. Utilization of student-centered integrative learning strategies;
5. Promotion of positive expectations of students;

6. Incorporation of technology to enhance student learning;
7. Incorporation of pedagogical innovation;
8. Assessment of student learning;
9. Assessment of self-learning;
10. Assessment, evaluation, and revision of curriculum;
11. Development of relevant content for classes;
12. Development of effective classroom management processes and strategies;
13. Experience mentoring and advising students;
14. Engagement in peer collaboration and peer mentoring;
15. Engagement in service to the institution, profession, and community;
16. Participation in professional development in the teaching discipline to remain current in the teaching discipline and in pedagogy; and
17. Continued educational attainment.

All applicants for faculty positions whose primary language is a language other than English will be required to pass the Test of Spoken English of the Educational Testing Service. [See DK(LEGAL)] In addition, each applicant will be required to pass an oral English proficiency examination administered by an independent testing center.

The applicant will provide the results of both examinations to the hiring supervisor prior to the interview.

Interviewing and Selection

A minimum of three qualified candidates will be interviewed by a Search Advisory Committee for each available position, unless sufficient qualified applicants are not available or the positions have been designated as hard-to-fill, at which time the human resources office may grant a waiver.

The screening of applicant credentials and qualifications will be the responsibility of the hiring supervisor. Interviews by hiring departments will not be scheduled until a valid completed application is on file in the human resources office. Any exceptions will require prior approval from the human resources office.

Divisional deans will interview faculty applicants and refer selected candidates for additional interviews to their respective vice president of academic affairs (VPAA) and campus president. The vice

president for academic affairs and campus president, on the recommendation of the divisional dean, will evaluate the candidate's aptitude, ability, or general fitness to perform in the position under consideration.

The interview evaluation form will be completed through [Hiring Connections](#) for all applicants interviewed.

After interviews, the divisional dean and vice president for academic affairs will verify credentials for applicants recommended for employment and check references. References, at a minimum, will include a completed Reference Rating Form found on [Hiring Connections](#) reflecting the immediate supervisor at the applicant's prior employer. Substitutions may be approved by the human resources office if necessary.

After approval, the hiring supervisor will submit the recommendation through [Hiring Connections](#) for review and approval by the vice president for academic affairs and the campus president. Each campus president will have final authority for making the recommendation for employment when it relates to his or her specific campus. The recommendation will specify the following:

1. Title of position, including initial placement in academic rank;
2. Effective date;
3. Any additional duties and assignments; and
4. Conditions of appointment, if any.

Education and Work Experience

No final offer will be made until the Chancellor or designee gives his or her approval. Under no circumstances will a definite commitment be made at the time of the interview concerning the position or salary. Discussion of salary will be limited to a range rather than a specific figure. A contract will be issued from the human resources office to the prospective employee.

Applicants for full-time and adjunct faculty positions with the College District will be required to submit a completed application documenting education and work experience and an official transcript of collegiate work in order to be recommended for employment. Applicants will also be required to supply copies of all official registrations, licenses, certificates or certifications, and noncredit coursework. In all instances, the collegiate transcripts must verify that an applicant possesses qualifications for the position for which he or she is applying.

For career and technical programs, the College District must document academic preparation, work experience, other appropriate

qualifications (certificates, licensure, and the like), and justification for any exceptions to SACSCOC requirements, in accordance with the Coordinating Board guidelines.

Acceptance of
College Credits and
Degrees

The College District recognizes credits and degrees in the following three ways:

1. A collegiate institution accredited by one of the following agencies:
 - a. Southern Association of Colleges and Schools Commission on Colleges;
 - b. The Higher Learning Commission;
 - c. Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities;
 - d. New England Association of Schools and Colleges, Commission on Institutions of Higher Education;
 - e. Northwest Commission on Colleges and Universities; or
 - f. Middle States Commission on Higher Education.
2. Equivalent credits and degrees earned from foreign universities. The equivalency will be determined by translation and evaluation from a member of the National Association of Credential Evaluation Services (NACES).
3. Credits and degrees from specialized professional collegiate institutions (e.g., law and medicine) that:
 - a. Are accredited by their national accrediting bodies but not a regional agency; and
 - b. Have never extended their offerings beyond the defined profession.

Bachelor-Entry
Doctorate
Credentialing

Faculty candidates who are pursuing bachelor-entry doctorates must provide evidence from their institution that indicates the coursework is the equivalent to a master's degree. The institution must indicate on the transcript or provide official documentation that the coursework is equivalent to a master's degree. The College District requires official transcripts of the highest degree for all instructors of record. In exceptional cases (if approved by the hiring divisional dean and vice president for academic affairs), certification by the registrar or other appropriate official of the degree-granting institution will be allowed.

EMPLOYMENT PRACTICES

DC
(REGULATION)

Credentiaing by Alternative Justification	In limited circumstances, the hiring supervisor may recommend an individual whose qualifications lie outside the guidelines. Using the College District's faculty credentialing process, the hiring supervisor will document the alternate qualifications for the faculty member.
Credentiaing and Appointment Recommendation Process	The hiring supervisor will be responsible for reviewing application materials, official collegiate transcripts, registrations, licenses, certificates or certifications, noncredit coursework, and work experience to initiate the faculty credentialing process.
Documentation of Education and Work Experience	Using the College District's faculty credentialing process [see Faculty Credentialing Electronic Process Manual], the hiring supervisor will document the education and work experience qualifications information and upload all supporting documents that indicate the faculty member meets the requirements to be credentialed to teach in designated course subjects.
Appointment to Rank Recommendation	<p>The vice president for academic affairs will make a recommendation regarding appointment to academic rank based on review and verification of the credentials subject to the criteria outlined below at Criteria for Appointment to Faculty Rank (New Full-time Faculty). The vice president for academic affairs will make such recommendation in consultation with all other vice presidents for academic affairs. To ensure consistency across the College District, the VPAA council will determine jointly the approval of credentials, additional graduate hours, and work experience.</p> <p>The placement rank will be recommended through channels by the divisional dean, vice president for academic affairs, VPAA council, and the campus president through the College District's faculty credentialing process. This recommendation will be coordinated with the human resources office. The campus president will be the final campus approval for credentialing of faculty.</p> <p>The designee of the executive vice chancellor and provost will conduct a final review of official transcripts, transcript evaluation forms, documentation of work experience, and other required credentials and must verify the faculty member's credentials before the employment offer is made. After the final review, the credentials will become part of the faculty member's personnel file. Faculty credentialing data is entered into the College District's system of record by the College District office of academic affairs.</p> <p>The office of human resources will process employment actions when all supporting documentation and official transcripts are received in the human resources office. At the time the contract is issued, the human resources office will require the applicant to sign the credentialing analysis that was prepared to establish position in</p>

Criteria for Appointment to Faculty Rank (New Full-time Faculty)	<p>rank. The applicant's signature will waive any right to retroactive rank or pay associated with his or her credentials.</p> <p>Establishment of initial academic rank will be based on the employee's eligibility criteria as determined by degree(s) and additional graduate coursework in the teaching discipline as defined by the contracted title.</p> <p>For placement at the rank of assistant professor or associate professor, academic faculty can fulfill 50 percent of the required graduate credit hours beyond a master's degree with courses in fields wherein the hours directly support the improvement of instruction and are from an approved program as set forth below.</p> <p>For placement at the rank of assistant professor or associate professor, technical faculty can fulfill 100 percent of the required graduate credit hours beyond a master's degree with courses in fields wherein the hours directly support the improvement of instruction and are from an approved program as set forth below.</p> <p>Hours beyond master's degree for placement at the rank of assistant professor or associate professor must be in addition to those hours used to meet minimum hiring qualifications for the position.</p> <p>Meeting academic qualifications for rank will not automatically qualify a person for placement at a given rank. All criteria will be considered, as well as the needs of the institution.</p>
<i>Qualifications for Academic Faculty (New Full-time Faculty)</i>	<p>Qualifications for placement in rank for new full-time faculty teaching academic courses designed for transfer to level 2 and higher post-secondary institutions are:</p> <ol style="list-style-type: none"> 1. Instructor (Academic): <ol style="list-style-type: none"> a. Master's degree or higher with a concentration in the teaching discipline as defined by the contracted title; or b. Master's degree or higher without a concentration in the teaching discipline but with a minimum of 18 graduate semester hours in the teaching discipline as defined by the contracted title. 2. Assistant Professor (Academic): <ol style="list-style-type: none"> a. Master's degree or higher in the teaching discipline as defined by the contracted title, plus 24 additional approved graduate hours consisting of at least 12 graduate hours in the teaching discipline and up to 12 graduate hours from an approved program as set forth below; or

- b. Master's degree or higher without a concentration in the teaching discipline but with a minimum of 18 graduate semester hours in the teaching discipline as defined by the contracted title, plus 24 additional approved graduate hours consisting of at least 12 graduate hours in the teaching discipline and up to 12 graduate hours from an approved program as set forth below.
3. Associate Professor (Academic):
- a. Master's degree or higher in the teaching discipline as defined by the contracted title, plus 48 additional approved graduate hours consisting of at least 24 graduate hours in the teaching discipline and up to 24 graduate hours from an approved program as set forth below; or
 - b. Master's degree or higher without a concentration in the teaching discipline but with a minimum of 18 graduate semester hours in the teaching discipline as defined by the contracted title, plus 48 additional approved graduate hours consisting of at least 24 graduate hours in the teaching discipline and up to 24 graduate hours from an approved program as set forth below.

*Qualifications for
Technical Faculty
(New Full-time
Faculty)*

Qualifications for placement in rank for new full-time faculty teaching technical courses are:

- 1. Instructor (Technical):
 - a. Bachelor's degree or higher in the teaching area as defined by the contracted title; or
 - b. Associate's degree or higher and demonstrated competencies in the teaching discipline and the minimum faculty qualifications as defined by the contracted title.
- 2. Assistant professor (Technical): Master's degree or higher in the teaching discipline as defined by the contracted title or an approved program, plus 24 additional approved graduate hours in the teaching area or an approved program as set forth below.
- 3. Associate professor (Technical): Master's degree or higher in the teaching discipline as defined by the contracted title or an approved program, plus 48 additional approved graduate hours in the teaching area or an approved program as set forth below.

*Approved
Programs*

Approved programs (herein so called) from accredited institutions that support the improvement of teaching and learning and satisfy

the criteria for placement in rank qualifications are as follows [also provided in DLC(REGULATION)]:

1. Cognition and Neuroscience;
2. Cultural Studies in Education;
3. Curriculum and Instruction;
4. Educational Leadership, Policy Studies;
5. Environmental Studies;
6. Health Professions/Population, Health, and Place/Health Studies/Public Health Sciences/ Public Health/Health Services Research;
7. Higher Education/Adult and Higher Education;
8. Instructional Design;
9. Instructional Technology;
10. Learning Sciences/Learning Technologies;
11. Mind, Brain, and Education;
12. Social Foundations;
13. Transformative Action in Education; and
14. Urban Education Policy.

Education programs for a kindergarten–grade 12 setting (unless contracted teaching discipline is EDUC) do not meet the requirement of supporting the improvement of instruction.

*Criteria
Governing
Approval of
Credit Toward
Placement in
Rank*

Criteria governing the approval of credit for purposes of placement in rank and establishing starting salary include the following:

1. Undergraduate courses will not apply toward placement in rank.
2. A faculty member working toward a higher degree in his or her teaching discipline may count all semester hour credits required on the higher degree toward approved hours for placement in rank, provided they are included on the degree plan as approved by the institution awarding the degree. Dissertation hours beyond those listed on the degree plan do not count as additional credits toward placement in rank. A copy of this degree plan must be authorized by the divisional dean and placed in the faculty member's personnel file.

**Hiring Adjunct
Faculty**

The filling of adjunct positions will follow the same process as for full-time faculty positions with the following exceptions:

1. Adjunct faculty members are classified as instructors and are not eligible for advancement in rank; and
2. Adjuncts will be issued a confirmation of hire letter by the human resources office noting that they may be assigned up to nine credit hours, with no guaranteed minimum. Adjuncts are not issued employment contracts; each semester, adjunct instructors will be required to sign a Statement Regarding Employment of Adjunct instructions. Assignments for specific courses are made through the assignment contracting process.

**Hiring Continuing
Education
Instructors**

Academic qualifications vary according to the program. Continuing education instructors will not be eligible for promotion in rank. Continuing education instructors will be appointed under the noncredit faculty classification code.

Hiring Staff

Interviewing and
Selection

A minimum of three qualified candidates will be interviewed by a Search Advisory Committee for each available position, unless sufficient qualified applicants are not available or the positions have been designated as hard-to-fill, at which time the human resources office may grant a waiver. Screening of qualifications and credentials to identify applicants to be interviewed may take place at the campus level or in the human resources office, as requested by the hiring department and availability in the human resources office. Supervisors may interview any number of applicants in excess of three for any position.

Interviews by hiring departments will not be scheduled until a valid completed application is on file in the human resources office. Any exceptions will require prior approval from the human resources office.

The interview evaluation form will be completed through [Hiring Connections](#) for all applicants interviewed.

After interviews, the human resources office will verify credentials, including education and seven years of employment for full-time and three years of employment for part-time. This verification may take place through a third-party firm and is limited to completion of highest education level and dates/titles of employment. Supervisors will, at a minimum, include a completed Reference Rating form on [Hiring Connections](#) reflecting the immediate supervisor at the applicant's prior employer to ensure the quality of the applicant's experience and performance. Substitutions may be approved by the human resources office if necessary.

Hiring Under no circumstances will a definite commitment be made at the time of the interview concerning the position or salary. Discussion of salary will be limited to a range rather than a specific figure.

Once a hiring selection is made, the hiring supervisor will enter the recommendation for employment into Hiring Connections. The hiring supervisor will disposition all other candidates in [Hiring Connections](#) noting the specific, legitimate reasons for hiring or not hiring decisions.

Applications, official transcripts for any academic requirements, and interview evaluation forms will be retained in [Hiring Connections](#) to support the recommendation for employment. Supervisors will recommend a starting date after spring break, semester break, or other extended holiday if it is within ten workdays of any of the aforementioned paid absences.

Upon approval of the cabinet member, human resources will issue a contingent offer of employment. With approval of the Chancellor, a contract will be issued for exempt, full-time positions by the human resources office to the prospective employee. All other employees are considered at-will employees and will be issued a confirmation letter by the human resources office stating the terms of employment and start date.

Initial Probationary Status for Staff in Regular or Overage Positions Candidates accepting a staff position that is new to them, whether on a contract or not, will be in a probationary status for the first six months of their employment and may be dismissed for any nondiscriminatory reason. Employees in a probationary status have no rights to appeal. Employees in a probationary status are precluded from applying for other positions at the College District.

Initial probation may be extended by a supervisor with the approval of the human resources office for the purpose of allowing an employee additional time to correct behavioral or performance issues.

Hiring Temporary Positions The filling of temporary part-time positions will follow the same process for regular part-time staff positions. Wage will be set at the College District's regular rate for the position classification and will not be set based on a hire's prior rate of pay at the College District if the hire was formerly employed.

Temporary part-time employees may be dismissed at any time for any nondiscriminatory reason and will have no expectation of continued employment. Temporary part-time employees will have no rights to appeal.

Eligibility to Work All new employees must complete an I-9 to validate eligibility to work in the United States.

Hiring managers should consult the human resources office prior to making a hiring recommendation if there are special circumstances related to citizenship or work status.

Criminal History

All offers of employment will be contingent upon successful completion of a criminal background history and demonstration of suitability for the position an individual is seeking. The human resources office will obtain criminal history record information on all persons the College District intends to employ. This information, including the applicant’s responses to questions regarding criminal history on the application, is held confidentially in the human resources office throughout the selection process to ensure that all candidates are considered fairly.

In deciding whether or not to employ a job applicant with a criminal background, the College District will consider:

1. The nature of the crime;
2. The time elapsed; and
3. The nature of the job (the three factors identified by the court in Green v. Missouri Pacific Railroad, 549 F.2d 1158 (8th Cir. 1977), and compliance with Business and Commerce Code (Section 20.05) and (EEOC Enforcement Guidance).

Below are the criteria that will be applied to consideration of a recommended candidate with a criminal history. Note that failure to include truthful responses to application questions regarding criminal history will automatically disqualify an applicant from receiving a job offer:

Conviction	Type	Subject to Review	Does Not Meet Min Requirement * (DNMR)
Misdemeanor	DUI/DWI	<p>Convictions w/no other offenses – May be APPROVED subject to no other recent convictions</p> <p>Approved w/condition – No driving responsibilities</p>	<p>Convictions under three years w/positions that include driving responsibilities – Denied employment</p> <p>Under three years in posi-</p>

Conviction	Type	Subject to Review	Does Not Meet Min Requirement * (DNMR)
		for or on behalf of the College District or a College District-sponsored function/event	tion w/no driving responsibilities – <i>move forward w/employment (add condition)</i>
Misdemeanor	Theft	<p>Convictions over three years w/no other offenses –</p> <p>* May be APPROVED subject to review by Chief Operating Officer/Legal Counsel and Executive Director of HR</p> <p>Approved w/condition – No cash, financial or inventory responsibilities for or on behalf of the College District or a College District-sponsored function/event</p>	Convictions under three years – Denied employment
Misdemeanor	Weapons Charges, Narcotics/Con-	Convictions over five years w/no other offenses	Convictions under five

Conviction	Type	Subject to Review	Does Not Meet Min Requirement * (DNMR)
	trolled Substances	* May be APPROVED subject to review by Legal Counsel and HR Executive Director	years – Denied employment
Misdemeanor	Physical Assault, Sexual Abuse, Moral Turpitude – Exposure, Prostitution, Lewdness	Convictions over seven years w/no other offenses	Convictions under seven years – Denied employment
Felony	ALL	Convictions over seven years are subject to review by Legal Counsel and HR Executive Director	Convictions under seven years – Denied employment
Multiple Offenses	More than three convictions	Convictions over seven years are subject to review by Counsel and HR Executive Director	Convictions under seven years – Denied employment
Active Warrant Case Pending	ALL	Must be cleared prior to hire (w/supporting documents)	Reviewed – No hire w/active warrant (warrant must be cleared) or pending cases
Registered Sex Offenders	ALL	Not Approved	Not Approved

As it pertains to the table above:

- For misdemeanor and felony convictions, the review period may exceed seven years if the applicant is paid more than \$75,000.
- For further review, statements are requested from the candidate if employment is not granted based on the background review.
- The most recent disposition date will be used during the review process (i.e., the disposition date of 12/2012 would be used as review if the conviction date was 09/2010).
- A decision with adverse action will be made and a copy of the statement used during the background for any situation where employment is not granted (adverse action) will be provided.
- Reports will be completed for all new hires who have a gap in employment with the College District greater than 180 days (six months).
- Backgrounds will be approved with conditions subject to further review.
- Deferred adjudication (DFAJ) is not an automatic approval; the file will be reviewed based on time and conviction.

The College District will not employ a person who has been convicted of any felony or misdemeanor involving any type of sexual contact with a child or abuse of a child that includes, but is not limited to, indecency with a child, injury to a child, or endangerment of a child. A conviction will include deferred adjudication.

The College District will also obtain criminal history record information on authorized volunteers and employees of independent contractors who do business with the College District when their presence involves regular contact with minors.

The College District will not contract with an independent contractor who permits any employee to have regular contact with minors as a result of the contractor's business relationship with the College District if the employee has been convicted of any felony or misdemeanor involving sexual contact with a child or abuse of a child that includes, but is not limited to, indecency with a child, injury to a child, or endangerment of a child.

Onboarding

The new employee will not begin work unless officially authorized by the human resources office.

All new employees in regular full-time or part-time (effective August 2021) positions will attend the College District's new employee orientation and complete all required documents in order to be placed on the payroll.

Adjunct faculty members are required to complete adjunct orientation, as required by the College District, and complete all required documents in order to be placed on the payroll.

Orientation for temporary part-time staff, and student workers/work study is under review/development and will be updated. New employee orientation will be scheduled Monday through Thursday at a designated location during the first week of employment for all assigned employees (currently all full-time regular employees), unless otherwise specified. The human resources office will send a welcome letter with instructions for new employee orientation and required documents.

After the orientation, the employee will report to the assigned location as designated by his or her supervisor.

Employee Records

After an employee is hired, the official employee personnel file for each employee will be maintained in the human resources office. Employees may obtain access to this file at any time by making an appointment with the human resources office.

Once employed, an employee's the complete file will become property of the College District and will be kept indefinitely. All correspondence, evaluations, and other information relative to reemployment or advancement will be placed in this file.

Supervisors and administrators at the campus level may keep informal notes for their individual use, but these items will not constitute an employee file and will not be available to the employee.

Reemployment

Any break in service other than qualifying leaves of absence will terminate an employee's seniority and benefits. The College District will have no requirement to restore salary or other benefits to former employees who return to work for the College District, except for tenured faculty members dismissed solely because of a reduction in force. Accrual of any employee benefits will begin with the employment date for the new position with no carryover or recalculation of accrued benefits from the former employment periods.