RCCC Full Time Hiring Process

(November 4, 2019)

1. **Position:** The hiring administrator (Dean, Dept. Head, Supervisor, President) will advance to the President the following in order for positions to be considered for hiring:
   - The Position Authorization Form.
   - Position title and a copy of the organizational chart.
   - History of why this vacancy has occurred
   - Rationale for hiring (It is advised that all vacancies go through a review period to determine the need, current job duties/qualification, etc.).
   - The source of the funds/budget that will be used to pay for this position, resources for the next 5 years.
   - If hiring the position is urgent/fundamental to the on-going-ness of the college, the hiring administrator can meet with the President to advocate for selecting a person to serve as the interim or *Point of Contact* (not more than 90 days).   The interim will assume all of the duties. The *Point of Contact* is expected to 1) Be the contact for issues in the department, 2) Chair and attend all meetings for the person they are replacing, 3) Resolve routine day to day concerns, 4) Complete any reports related to the department and 5) Keep the supervisor abreast of all issues in the department. The *Point of Contact* person will be paid a monthly stipend in line with the number of individuals they will be monitoring. The *Point of Contact,* if interested in the vacant position when it is advertised, must apply and go through the hiring process.

2. **Job Description:**
   - The hiring administrator will work with H.R. to review/update the job description.
   - For grant and specially funded positions, the job announcement must include the funding source, the parameters, employment timeline, the pay range, benefits provided, contributions to retirement, FICA taxes, etc.
   - The job description should include minimum qualifications, essential duties, knowledge and skills required, desired qualifications, position, salary, assignment, work hours per week, application process, benefits and any other work assignment parameters.

3. **Recruitment Process**: The hiring administrator will work with H.R. to recruit applicants for the position:
   - All positions will be advertised a minimum of 30 days. If there are not a sufficient number of qualified applicants in the pool, after consultation with the president, the application period may be extended.
   - Some positions may be advertised as "Open until filled."

4. **Advertising:** Positions will be advertised as follows
   - H.R. may advertise with any of the following sources:
     - The college's website
     - The Office of Human Resources, North Carolina Community College System
     - North Carolina Division of Employment Security Commission
     - Appropriate scholarly/professional journals

- Affirmative action publications
- Any special media
- Appropriate educational and higher education institutions
- Local or area newspapers
- Faculty and administrative positions will be advertised on paid sites.

5. **Application Process:** The applicants will complete the following
   - A RCCC application.
   - Include a resume with the past 10 years of work history.
   - A cover letter/letter of application.
   - Unofficial transcripts in line with job description

6. **Screening Committee**: The hiring administrator will form a screening committee which is to consist of broad base representation and consideration of diversity with a minimum of the following:
   - Faculty Position--2 full time faculty and 1 from another area .
   - Staff Positions1 employees from area and 1 from another related area.
   - Administrator--3 administrators (dean/director) and 2 individuals that will report to this person.
   - The screening Committee will be trained and each member is to sign documents of confidentiality.
   - The H.R. director or his/her designee will randomly observe the selection process up to the finalist process.

7. **Selection Process:**
   - H.R. or designee will forward all qualified applicants who meet the minimum requirements listed on the job description and as well those that meet any designated state and national criteria.
   - The screening committee will review the qualified applications and select the most qualified to be interviewed.
   - If there are less than 3 qualified applicants, H.R. will meet with the President and the search may be extended. If after two failed attempts to fill the position through an open search, the president may appoint a person to the position.

   - H.R. or designee will contact the selected candidates to set up the interview schedule.
   - During the first round interview all applicants will be asked the same questions (which are to be approved by H.R. and the President). Faculty will be required to present a presentation,
   -   The screening committee will advance a minimum of 3 (If there are less than 3 the hiring administration and H.R. will meet with the President to get his/her approval to continue) unranked names to the hiring administrator and President who will conduct a final interview.

8. **Recommendation and Presidential approval:**
   - Prior to the final interview the hiring administrator will meet with the President to summarize the process, share the screening committee's recommendations including their list of strengths and weakness, and advance his/her 3 finalist.
   - Included in this update will be the candidate's application, resume, H. R.'s background checks findings and the hiring administrator's reference check outcomes.

9. **Finalist Interview**:
   - The President may and hiring administrator will conduct the finalist interviews.
   - Together they will select the individual for the position.

10. **Finalist Selection:** Once the individual is selected:
    - H. R. will compute the proposed salary in line with RCCC salary schedule and state guidelines. Curriculum faculty salaries cannot go below the minimum salary approved by NC Community College System.
    - The C.F.O. will approve the budget for the new hire.
    - The president will approve the new hire and negotiate the starting date, carryover of sick leave from another state agency etc.
    - H.R. will generate a formal letter with offer of employment, the report to work date, the contract period, probation period, evaluation timeline, consideration for raise, employment benefits, receipt of official transcripts, and outline any other special conditions or hiring contingencies.
    - H. R. will notify in writing all applicants that were not chosen following the selected candidate's written acceptance of the offer.

11. **Other Personnel Actions:**
    - Probation Period
      - o All newly hired employees are subject to a 90-day probation period.
      - o During the probation period the employee is to be coached and evaluated.

    - Non-renewal of Contract Employees
      - o The hiring administration need to advance his/her recommendation to the President. The employee is to be notified no later than 30 calendar days prior to the expiration of an employee's then existing contract.
      - o The President shall notify the individual in writing and the notice must be sent certified mail.

    - Cross- Training
      - o The supervisor is expected to cross train all individuals that report to him/her.
      - o The employees are expected to be cross trained to be proficient in one or more skill area/competency needed in the area assigned

    - Non-renewal of non-Contracted Employees
      - o The employment of employees that are not under a contract, may be recommended for terminated by the supervisor and must be approved by the President.

    - Termination of Employment
      - o The employee will receive a written reprimand from the immediate supervisor stating that their performance or behavior is not adhering to the Colleges policy and procedure or job description. The reprimand should also state that the employee

will have 20 working days and/or complete a work improvement plan. If not completed a written warning shall be forthcoming.
   o   If behavior or performance does not improve during the time-frame the employee will be issued a written warning. In this written warning the supervisor and appropriate Dean will outline the problem area, possible solution, and state that termination will result if behavior or performance is not improved within 20 working days. If there are no further infractions, the warning will be removed from employee's file and destroyed after one year from the date of the warning
   o   If the same problem reoccurs within one calendar year from the date of the warning, or an employee's performance/action are deemed to be serious in nature, the employee may be terminated.
   o   And employee being terminate will meet with the President, Dean, and HR to discuss the reason for termination no later than 10 days after meeting, the President will send a certified letter to the employee with a copy to all Board members which documents the meeting, lists the reasons for termination, and outlines the employee's appeal rights.
   o   If an employee is terminated prior to the expiration of their contract, they have the right to the specification of the reasons for termination.

- Resignation
   o   The employee must submit a letter of resignation to Human Resources and letter of resignations cannot be rescind
   o   The last day of employment will be agreed upon by the employee and the supervisor.

- An *Exit Checkout* form must be completed before the employee's last working day. The employee will receive his/her final check 30 days after completing the exit checkout form.
- Add Board Resolution language

12. **Board** **Update:** All presidential hiring decisions are to be presented to the Board as information items. The purpose of this action is to set up official documentation (i.e. start date, salary placement, benefit information, and other pertinent items). The president will introduce new employees to the Board at a Board meeting.