

**POLICY OF THE BOARD OF TRUSTEES
OF
MAYLAND COMMUNITY COLLEGE**

TITLE: HIRING

TYPE: PERSONNEL

POLICY NO: 4.013

Policy Adopted on: March 14, 1988

EFFECTIVE DATE: 2-19-07

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2-19-07**

Charles Ronald Kates
Chairman

AUTHORITY: N.C.G.S.115D-20 (2)

I. Classification of Personnel

The Board of Trustees recognizes and establishes three separate classes of personnel employed by Mayland Community College. These classes of personnel are as follows:

- A. Part-time employee
- B. Annual part-time employees
- C. Full-time employees

All personnel classified as full-time on July 1, 1993 shall be and remain full-time unless such classification is changed by the Board of Trustees of Mayland Community College at a regular meeting of the Board.

No personnel now classified as full-time shall be eliminated or changed to part-time or annual part-time through reorganization, change in job title or description or by any other manner or method without approval by the Board of Trustees of Mayland Community College at a regular meeting

Part-time contracts are written to fill instructional positions or administrative and clerical positions which are designed to achieve a special purpose. Persons serving on part-time appointments are not eligible for fringe benefits which accrue to other employees and are given no job preference for employment beyond the contractual period.

II. Probationary period

All new full-time employees who are fully qualified for and are assigned to established positions are placed on probationary status upon entry into the College. Employees in the category of Faculty must perform "satisfactorily" for a period of nine months before becoming eligible for an annual contract if an appropriate position is available. Written evaluations by the employee's immediate supervisor are to be made and furnished to the Vice President, Instructional Services, for review and filing at the end of each three-month, six-month and nine-month period. A probationary contract will be established during the 9 month period. After satisfactory completion of the probationary period a regular full-time contract will be issued. If the College or the new employee determines that either party is performing less than satisfactorily at any time prior to or at the 90-day point, the employment agreement may be terminated.

All other full-time employees are placed on a probationary status upon entry into the College for a period of 90 days. Written evaluations by the employee's immediate supervisor are to be made and furnished to the appropriate vice president for review and filing at the end of the first 30-, 60-, and 90-

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day period. A probationary contract will be established during the 90-day period. After satisfactory completion of the probationary period a regular full-time contract will be issued. If the College or the new employee determines that either party is performing less than satisfactorily at any time prior to or at the 90-day point, the employment agreement may be terminated.

III. Hiring Procedure for Part-Time

The Board of Trustees of Mayland Community College delegates to the President the authority to hire all new personnel classified as part-time to fill all vacancies that exist or may occur in all positions classified as part-time-without the prior consent or approval of the Board of Trustees.

All employment of part-time personnel shall be done in compliance with all applicable state and federal laws and regulations pertaining to equal employment opportunity and affirmative action and in compliance with the policies of the Board of Trustees pertaining thereto.

IV. Hiring Procedure for Full-Time and Annual Part-Time Employees

The Board of Trustees delegates to the President the authority to hire all new personnel classified as full-time or annual part-time in the categories of Instructional, Professional (Non-Teaching), Technical/Paraprofessional, Clerical, Service/Maintenance, and Skilled Crafts. The President shall provide the Board with a report containing the names, positions, and terms of contract for each person employed under the authority herein granted at the next regular meeting of the Board following the employment.

Names of persons who are recommended to be employed in the category of Executive/Administrative/Managerial will be submitted to the Personnel Committee of the Board of Trustees upon recommendation of the President as specified within this section.

In order to support promotion from within of qualified full-time and annual part-time employees to new levels of responsibility, vacant full-time positions must be advertised and may first be announced internally by posting, e-mail or other form of internal communication. If there are no suitable internal candidates, the vacant position shall then be advertised according to procedures established in the Affirmative Action Plan. Nothing shall prohibit advertising any position if deemed necessary to identify acceptable candidates for employment.

- A. Advertising for Employment: The President or other employee designated by the President shall develop procedures for soliciting applications for employment including the method of advertising (consistent with the Affirmative Action Policy and Procedures), the deadline for submitting applications, the qualifications required to be eligible for employment and other necessary matters pertaining to the application process.
- B. Interview Committee: The President shall appoint an Interview Committee consisting of at least five persons for each full-time position to be filled.

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After the deadline for the submission of applications for any full-time position, the Director of Personnel Services shall review all applications for employment for the position to be filled. The Director of Personnel Services shall first determine which of said applicants possess the minimum qualifications for employment and shall designate these applicants as qualified applicants. The interview committee has the discretion to review all files and make further determinations about qualified applicants.

In determining qualifications of personnel to fill positions that do not have academic requirements specified by the Southern Association of Colleges and Schools, five (5) years of appropriate level, relevant work experience may be equated to one (1) year of formal academic preparation.

The committee shall then determine those qualified applicants to be interviewed. No fewer than three qualified applicants shall be interviewed by the committee unless fewer than three qualified applicants have applied. All committee members should be present and participate in all committee meetings and interviews.

Non-college personnel may be appointed to screening committees. These non-college personnel, along with all Interview Committee personnel will be thoroughly instructed by the Personnel Recruiter on issues related to confidentiality, interview questions, and attendance at interviews and committee meetings.

After the completion of all interviews, the committee shall submit to the President, via the Director of Personnel Services, recommendations providing the names, qualifications and other pertinent information of no fewer than three qualified applicants. If fewer than three qualified applicants were interviewed, then information on all persons interviewed shall be submitted. The President and respective Vice President shall review all information submitted, interview and may request further information about any applicant.

The President shall submit to the Personnel Committee of the Board of Trustees a recommendation for employment for all Executive, Administrative, and Managerial positions and an alternate recommendation, if available, for employment together with such information about the persons recommended and other qualified applicants as the Committee may request.

At its next regular meeting, the Board of Trustees shall vote on the President's first recommendation and if the applicant receives an affirmative vote from a majority of those trustees present and voting the applicant shall be employed. If the President's first recommendation is not approved by a majority of the members of the Board of Trustees present and voting, the Board of Trustees shall vote on the alternate recommendation of the President who shall be employed if approved by a majority of the Board of Trustees present and voting.

All Annual Part-Time employees hired prior to February 1, 2007 will be eligible to apply for internal postings effective February 19, 2007.

V. Temporary Appointments

In the event of a vacancy in a full-time position, the President may appoint a temporary replacement until the position can be filled according to Section IV of this policy. During the period of temporary employment, an employee's salary may be adjusted to compensate for additional duties and responsibilities.

VI. Interpretation

This policy shall be interpreted and implemented consistent with other policies of Mayland Community College. The Board of Trustees may, by resolution, approve alternate procedures in any given circumstances where a factual situation arises under which application of this policy would be impracticable or onerous, provided that the alternate procedure does not discriminate against any application received by the deadline for submission and the alternate procedure is specified and approved before the Board of Trustees conducts its vote on a final recommendation.