

HIRING PRACTICES

DC
(LOCAL)

The College District shall adhere to established principles and guidelines in the selection of employees. All hiring and employment practices shall be in accordance with the College District's affirmative employment plan. The College District human resources office shall be responsible for establishing employment procedures and for ensuring that the guidelines and procedures are followed through monitoring and providing staff support throughout the process. The Board may establish special procedures and criteria for hiring the District President.

New, including rehired, full-time employees shall be placed on probationary employment status for a period of 90 days following the date of full-time employment. Employees in a new employee probationary status may be dismissed at any time during the probationary period for any reason and without the right to appeal.

The following general guidelines shall apply to the selection of College District employees:

1. All Board-approved, full-time positions opened externally shall be advertised for a minimum of ten working days. Positions opened only on an internal basis shall be advertised for a minimum of five working days. (Subject to the exception noted in item 7 below.)

For the purpose of applying for positions, any employee on the College District's payroll on the date a position is posted shall be considered internal.

2. All applicants for employment shall complete the application furnished by the College District. It shall be the responsibility of the applicant to furnish accurate information and credentials. Any falsification of either information or credentials shall be cause for dismissal or denial to employ at any time.
3. Individuals who are retired from the Teachers' Retirement System of Texas (TRS) after September 1, 2005, are generally not eligible to be employed by the College District in a TRS-eligible position due to the pension surcharge. [See TAC Title 34.3.31.D, Rule 31.41]
4. ~~The use of s~~Search committees shall be used for regular full-time faculty positions. and Search committees may be used for full-time administrative positions, but are not generally used for other types of positions. Search committees shall review and follow the procedures outlined in the College District's search committee guidelines.

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5. Regardless of the method used in the selection of personnel, it is the responsibility of the hiring supervisor to ensure a fair and impartial evaluation of all applicants for the position.
6. Employment for full-time positions is valid only upon completion of all personnel papers, submission of all required documentation of credentials/qualifications, and the approval of the appropriate vice president ~~or provost~~, the District President, and the Board.
7. An individual offered a full-time support staff position may begin employment upon approval by the College District President, but continued employment is contingent upon approval by the Board at the next regular monthly Board meeting following the employee's initial start date. An employee offered an administrative or faculty position shall not begin full-time employment with the College District until approval by the Board, unless provisionally approved by the College District President because of a demonstrated need. These provisionally approved appointments are subject to final approval by the Board.
8. The College District President may, based upon need, employ personnel on a full-time temporary basis without advertising for the position.
9. In no event shall an employee be assigned to a position for which the employee is not qualified as determined by the College District, using the job description for a particular position.
10. The College District human resources office, in conjunction with appropriate administrators, shall maintain records of positions that are security sensitive.
11. The advertisement, application, and search committee provisions of this policy are not applicable when a position is filled by a lateral transfer, which is a reassignment of an employee between positions on the same salary schedule level, or by a transfer to a position at a lower level on the salary schedule.

CRIMINAL HISTORY
CHECKS

The criminal history record of applicants selected to fill designated security-sensitive positions within the College District are checked through the Crime Records Division of the Texas Department of Public Safety and through other designated resources, when appropriate.

Security-sensitive positions are identified in the ~~employment advertisement, job postings announcements,~~ and in the College District's position description.

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Section 51.215 of the Texas Education Code entitles an institution of higher education to obtain criminal history record information for positions identified by the institution as security sensitive, i.e., those responsible for handling currency, or those having access to the College District's computer network, drugs/chemicals, or a master key.

The Associate Vice President of Human Resources and Organizational Development, the Assistant Director of Human Resources/Employment and Benefits and designated Human Resources personnel coordinator and manager of employment are the College District's authorized agents to obtain the criminal history information. All information obtained is considered privileged and confidential and may not be released or disclosed to any person or agency except by court order.

Unauthorized release of conviction information constitutes official misconduct, is a violation of Texas law, and subjects the individual to ~~open records~~ Texas Public Information Act penalties.

The College District may deny employment to an applicant for a security-sensitive position who fails to provide a complete set of fingerprints upon request. Further, the College District may deny employment to an applicant for a security-sensitive position who fails to submit to, or authorize, a criminal background check. Should the criminal background check on an applicant for employment reveal a criminal history, the following shall be considered before extending an offer of employment:

- Nature of the crime,
- When the crime was committed, and
- The relevance of the crime to the position being sought by the applicant.