

# PERSONNEL EMPLOYMENT PROCEDURES

Policies and Procedures: F-V-d, 2

McLennan Community College has committed itself to a program of equal opportunity employment. The following procedures are prescribed to help ensure open recruitment and equal opportunity for employment.

1. **Vacancies**

All position openings (replacement or new positions) must be approved by the President or designee before recruiting for the position is undertaken. The Personnel Action Form should be used for this purpose and should be routed through administrative channels prescribed for employment procedures.

This Personnel Action Form applies only to regular non-student College employees and not to other classifications of employees of a more temporary nature such as student workers, independent contractors, continuing education instructors, etc. Additional employment procedures have been developed for temporary employees. The Equal Employment Opportunity Policy of the College applies to both temporary and regular positions.

The Human Resources Office will receive the approved (or disapproved) Personnel Action Form, and a copy will be sent to the initiating office and a copy to the EEO Officer. The job description, job qualifications and pay scale will be reviewed by the Director of Human Resources, with the assistance of the EEO Officer for EEO compliance.

2. **Development of Search Strategies**

Academic and administrative appointments (contracts) may require that specific search strategies be developed in addition to those listed in this document. The appropriate vice president/designee will consult with the EEO Officer as to specific steps/action to be taken for each such position to be filled.

3. **Length of Time for Accepting Applications**

The length of time for accepting applications should be a minimum of two weeks. Circumstances may warrant shortening or lengthening these time periods, in individual cases, with the approval of the EEO Officer. With Presidential and EEO officer approval, internal applications from regular full-time employees will be the only applications reviewed for one week for possible transfers/promotion. If a decision is made to select an internal candidate for the vacant position, then the position will not be advertised outside the institution.

4. **The phrase "Equal Opportunity Employer" should be used on all advertising and posting of job opportunities.**

5. **Campus Announcements of Vacancies**

All position vacancies in the Institution will be posted in the Human Resources Office located in the Administration/Classroom Building.

Job openings will also be listed on the college's web site.

All campus announcements of vacancies will be the responsibility of the Human Resources Office.

6. **Off-Campus Announcement of Vacancies**

Announcements (of all open positions) will generally be included in the local daily newspaper help wanted columns unless otherwise approved by the EEO Officer. The local Texas Workforce Commission will receive notices of all vacancies.

The Director of Human Resources in consultation with the appropriate vice president or designee, will determine the publications to be utilized for each individual job opening.

The Human Resources Office will place all advertising.

7. **College/University Recruitment**

Colleges and universities in Texas and in the adjoining states that grant the baccalaureate degree will be sent notices of openings for professional positions.

The Career Development Office (plus specific department heads and other persons, depending upon the job opening and the search strategy) in each of these institutions should be sent vacancy notices.

Model announcement and advertisement forms will be provided by the Human Resources Office.

8. **Resumes and Applications**

All applications for employment (including resumes, inquiries, etc.) received must go initially to the Human Resources Office. This office will forward applications to the appropriate vice president or designee.

9. **All applications for a particular position will be reviewed and a determination made as to the number of applicants to be interviewed.** The Human Resources Office, with the advice of the EEO Officer, will make this determination for support staff positions. The appropriate vice president or his/her designee, with the advice of the EEO Officer, will make the determination for professional positions.

10. **Applications will be forwarded** to the appropriate vice president for the interviewing process.

An Employment and Payroll Authorization Form will be completed for each person to be recommended for employment. This form plus the application materials of all persons interviewed for the position will be forwarded to the EEO Officers for a final EEO compliance review.

The Employment and Payroll Authorization Form will then be sent to the President of the College or his/her designee for approval and/or recommendation to the Board of Trustees as appropriate.