

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION No. – AR-5.19**

Title: Classification, Recruitment, and Selection of Employees

Effective Date: 1/28/2020

Purpose:

The Board identifies Eastern West Virginia Community and Technical College (or “the College”) employee classifications in this policy. In addition, the Board mandates the College President and the Human Resources Officer to create a recruitment and selection process that adheres to Federal, state, and accreditation agencies’ laws and/or regulations, which may include mandatory training provided to all supervisors to ensure compliance.

Scope:

This policy shall apply to the classification, recruitment, and selection of all college employees, excluding the College President.

Authority:

Title VI, Title II, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008

Policy:

The Board acknowledges classifications of all college employees and requires the College President to create a procedure that provides for standardized recruitment and selection processes specific to those classifications to comply with all Federal, state, and accreditation agencies’ laws and/or regulations.

Classifications:

Employees of the College shall be comprised of three employee group classifications:

- Staff
- Faculty
- Non-Classified

Definitions:

Staff – Full-time regular, benefits-eligible employees including administrative, professional, and support/secretarial position job titles. This includes legaced classified staff members.

Faculty – All instructional personnel, including, but not limited to, full-time and adjunct members, division chairs, program coordinators, and workforce education facilitators.

Approved by LOT: 12/9/19

Approved by IET: 1/13/2020

Approved by President’s Cabinet: 1/28/2020

Reviewed by Board of Governors: 2/19/2020

Non-Classified - An employee, designated by the President, who is responsible for policy formation at the department or institutional level or reports directly to the President of the institution, or is in a position considered critical to the institution by the President.

Recruitment:

When a vacancy is identified, the College shall announce said vacancies with appropriate notifications utilizing the most appropriate media, including internal posting, college website, LinkedIn, and other identified posting venues, to solicit potential applicants in accordance with those anti-discrimination policies as set forth by the College. The President shall require that the supervisor provide a job description and require that all rules, regulations, and laws be adhered to in the recruitment process.

Criteria for Selection:

The Board requires that the College fill all vacancies with the most suitably qualified candidates after a full and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering the ability to do the job, a review shall include, but not be limited to, the work history, attendance record, educational background, and aptitudes of the candidates.

The Board mandates the College President to ensure that procedures are created and utilized to comply with all Federal, state and accreditation agencies' rules, regulations, standards, and laws.

Background Checks:

The Board of Governors is committed to ensuring that qualified staff members support the educational and support activities of the College and that the community is as safe as possible. The Board is also committed to taking meaningful actions to protect its finances, property, and other assets.

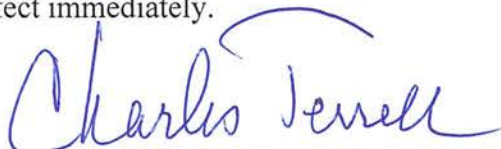
Information discovered through the background check process will be used solely to evaluate a finalist's suitability for employment. It will not be used to discriminate against a finalist based on race, color, religion, national origin, sex, age, disability, marital status, or military/veteran status, as prescribed by state and federal laws, regulations, and executive orders.

Applicability:

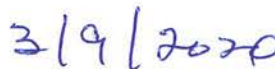
The College President shall promulgate procedures necessary to implement this policy.

Policy Revision:

Should statutory provisions, regulatory guidance, or court interpretations change or conflict with this regulation, the College retains the right to revise accordingly and for the changes to take effect immediately.



Dr. Charles Terrell, President



Date