

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

**2.2**

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 7</b>
<b>TITLE:</b>	<b>Employment Procedure</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Human and Organization Development</b>	
<b>APPROVED BY:</b>	<b>Mr. Randall E. Wooten</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: March 21, 2007</b>

**STATUS:** Replaces Policy & Procedure 2.2 "Employment Procedure" approved 04/27/93  
Revised: 09/23/96  
Revised: 01/08/01  
Revised: 08/09/02 for TSTC – Marshall  
Revised: 03/06/06  
Revised: 03/21/07

**PRACTICE:**

It is the practice of Texas State Technical College Marshall to fill each vacant position with the best qualified person available without regard to race, gender, age, color, religion, national origin, disability or veteran status. In accordance with the guidelines outlined in this policy, only positions approved for filling via the Personnel Requisition will be posted.

**PERTINENT INFORMATION:**

The purpose of this COP is to establish the practice and procedure for Texas State Technical College Marshall pertaining to the filling of vacant positions;

To inform present employees, outside recruitment sources and other interested parties, of the availability of vacant positions and the job opportunities; and, To comply with all statutory requirements relating to posting and filling vacancies including:

- Civil Rights Act of 1964 as amended in 1991;
- Americans with Disabilities Act (ADA); and
- TSTC Affirmative Action Plan (AAP).

## **PROCEDURES:**

- I. Personnel Requisition: All permanent "regular" full-time, part-time or temporary job vacancies must be posted on the Human Resources Department's Automated Hiring System (AMS) website for at least ten (10) working days prior to a job offer being made.
- A. The posting of a position shall be initiated by the Program Chair, and in the case of a non-academic department, approved by the Department Head. Academic department heads will secure the approval from the Vice President of Student Learning. After obtaining the two approvals indicated, the approval of the President must be obtained.

The Personnel Requisition (Form TSTC-0-V-1 17) will be prepared in the hiring department and forwarded through the appropriate administrative channels outlined in the above paragraph.

After all other administrative approvals have been obtained, the Requisition is forwarded to the Human Resources Department for processing and posting of the vacancy.

- B. Only one employee will be hired from each requisition submitted. If two or more identical job openings exist, there must be a request made for each job opening as outlined in Section I.A. above.

## II. Internal Job Bidding

- A. All full-time, part-time and temporary job vacancies will be posted on the Human Resources Department's AMS website for at least ten working days prior to filling the vacancy.
- B. During this ten-day period, the Director of Human Resources Safety & Risk Management or designee will accept bids from any employee who:
1. meets the minimum qualifications of the job and has been in his/her current job for a minimum period of six months; or
  2. is being forced to seek another job due to circumstances beyond his/her control; or

3. will be promoted as a result of the change of jobs; or
  4. the change represents an advantage to the College.
- C. All bids will be reviewed by the Human Resources Representative, and those persons meeting the minimum qualifications will be referred to the hiring department for consideration for an interview.
- D. The hiring department will choose the best qualified candidate from those bidding on the job, or will request Human Resources to conduct an external search for additional candidates.
- E. To facilitate and encourage upward movement of employees, when a vacancy occurs and a current employee within the hiring department is imminently qualified by virtue of experience, training/education, knowledge of the working environment and functions of the position/hiring unit and bids on the open position, the posting period may be waived with the approval of the Director of Human Resources, Safety & Risk Management.
- F. The Director of Human Resources, Safety & Risk Management or designee will then arrange to transfer the successful bidder within twenty (20) working days. Exceptions to the maximum time a department can hold an employee in the old job must be approved in writing by the Director of Human Resources, Safety & Risk Management.
- G. The unsuccessful bidders will be notified by a Human Resources Department representative.
- III Internal Transfers (lateral or downward): Job openings may be filled by an employee transfer only if certain conditions are met:
- A. Transfer and Job Bid Form is submitted to the Human Resources Department;
  - B. The employee meets the minimum qualifications for the job;
  - C. Accrued vacation and sick leave are transferred to the new department.
- IV. Recruiting: All recruiting of personnel will be done by or with prior knowledge and approval of the Director of Human Resources, Safety & Risk Management.
- A. Department nominees are to be sent to the Human Resources Department to complete a job application form and receive a formal job interview before any serious discussion of employment is conducted by the hiring department.

- B. Newspaper advertisements or listings with agencies will be done by a representative of the Human Resources Department.

## V. Interviewing

### A. Administrative positions (Object Code 77711)

The Application for Employment for administrative positions will be directed to the hiring supervisor or if a Search Committee has been appointed, to the Chairperson of that Committee. The Statistical Data Sheet will be sent directly to the Human Resources Department by the applicant.

The role of the Human Resources Department in administrative hiring activities will be as follows:

1. If only the hiring supervisor is interviewing, there will also be an interview with the appropriate Human Resources Representative either jointly with the hiring supervisor or individually in the Human Resources Department; this determination will be left to the discretion of the hiring supervisor.
2. If a Search Committee is appointed to interview applicants, the appropriate Human Resources Representative will participate in the group interview of those individuals selected.
3. Prior to the screening of applicants, a representative of the Human Resources Department will meet with the hiring supervisor or committee chair person to advise them of EEO/AA requirements.
4. When requested to do so, the Human Resources Representative participating in the interviewing process will provide feedback to the supervisor for employment decision-making purposes.

After the hiring supervisor has determined the applicant best suited for the position, the supervisor will:

- a. Submit the applicant information to Human Resources who will review the recommendation to assure compliance with the applicable employment laws.
- b. Enter into a negotiation process with the desired applicant as to salary, beginning date and other such terms of employment.
- c. When an agreement has been reached, notify the Human Resources Representative of the choice.

- d. Provide the Human Resources Representative with all pertinent information such as rate of pay, date to begin work and any special conditions of employment.
- e. The Human Resources Representative will extend the formal offer of employment.

#### B. Other Staff Positions

1. All applications will be screened in the Human Resources Department prior to any formal interview by the hiring department.
2. Applicants meeting the requirements stated in the Personnel Requisition will be referred to the hiring department by the Human Resource Representative.
3. Interviews conducted by the hiring department should cover the applicant's qualifications, conditions of work, and job duties; but under no circumstances is a job offer to be made at this time.
4. Submit the applicant information to Human Resources who will review the recommendation to assure compliance with the applicable employment laws.

VI. Credentialing: Once a sufficient number of applicants have been reviewed, those selected for interview will be identified, and appropriate educational and employment verification will be required at the time of interview and, in each case, prior to a job offer being made.

#### A. Administrative Personnel

Each person selected for an administratively classified position must provide sufficient information of past employment related to that required by the job description. Additionally, transcripts supporting the educational requirements must be provided no later than the scheduled official on-campus interview.

#### B. Faculty Personnel

Each person selected for a faculty position must provide sufficient information of past employment related to that required by the job description. Dependent upon the teaching assignment as indicated in the following, transcripts supporting educational requirements no later than the scheduled official on-campus interview. Exceptions to this practice are noted in COP 2.46 Faculty Credentialing.

#### 1 Academic Transfer Departments

- 1.1 Required: Master's Degree (at least 18 graduate semester credit hours in the teaching discipline)
- 1.2 Required: Three years directly related teaching experience
2. Associate of Applied Science Degree Departments
  - 2.1 Required: Associate Degree
  - 2.2 Required: Three years directly related work experience
3. Certification Departments
  - 3.1 Required: Program specific certificate or equivalent certificate
  - 3.2 Required: Three years directly related work experience
4. Related Academic (non-transfer) Departments
  - 4.1 Required: Associate Degree
  - 4.2 Required: Three years directly related teaching experience

C. All Other Personnel

Once the job offer has been extended and accepted, verification of experience and education as specified in the job description will be formally requested.

Verification of experience and education will be required prior to the employee being processed for employment.

- VII. Selection: After interviewing an appropriate number of applicants, the hiring department will contact the Director of Human Resources, Safety & Risk Management or designee to complete the AA/EEO compliance review.
  - A. Once the institution's commitment to affirmative action and equal employment has been ensured, the hiring supervisor is then free to make a final selection which will be communicated through administrative channels on the "Applicant Referral Form."
  - B. All pertinent information such as rate of pay, date to begin work, and any special conditions of employment should be given to the Human Resources Representative at this time.
- VIII. Background checks: prior to any offer being made, Human Resources will complete a background check on the candidate chosen for positions in sensitive or high security areas.
- IX. The final candidate for a position in a sensitive or high security area will be required to submit to a drug screening prior to the final offer being made.

- X. Job Offer: Under no circumstances should an applicant be instructed to report to work until an official job offer is made by the Human Resources Representative.
  - A. The official job offer will be made by the Human Resources Representative upon request of the hiring department, provided that all policies and procedures have been properly satisfied.
  - B. If the offer is accepted, the Human Resources Representative will then notify the hiring supervisor.
  - C. The entire process will be expedited by the Human Resources Department to ensure that a department's personnel needs are satisfied in the shortest possible period of time.

- XI. Cancellation of Posting: A posting may be canceled by the hiring supervisor for reasons of business necessity as outlined below by submitting the request to the Human Resources Director.

Reasons of business necessity include but are not limited to:

1. Reorganization;
2. Reduction in work force;
3. Reclassification of an occupied position as a result of a job audit;
4. Reasonable accommodation of an employee due to health or disability;
5. Funding restrictions; or
6. To address resolutions of a grievance or related agreement.

- XII. New Employee Orientation: Human Resources will schedule all new employees to attend an Orientation session on or before their first day of work.