

# **CHAPTER ELEVEN**

## **EQUAL OPPORTUNITY EMPLOYMENT**

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## **11.00.00      EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT**

Richmond Community College is committed to a policy of equal opportunity for all employees and applicants for employment, and views equal employment opportunities as an integral part of the mission and purpose of the College. It is the policy of Richmond Community College to maintain a systematic, consistent recruitment program to promote equal employment opportunities, and to identify and attract the best qualified applicants for employment with the College. This policy is to be achieved by announcing all permanent position vacancies for contract appointments, evaluating all applicants on the same criteria, and by applying appropriate testing methods. Recruiting, hiring, training, and promotion decisions are made without regard to race, sex, religion, color, national origin, political affiliation, age, or disability.

### **11.01.00      RESPONSIBILITY FOR IMPLEMENTATION**

The Board of Trustees bears the ultimate responsibility for the College's adherence to the principles of equal opportunity and nondiscrimination. Responsibility for implementing the Richmond Community College Equal Opportunity Employment Plan is delegated to the President who monitors compliance through the Director of Human Resources. Each supervisor involved in any personnel action governed by the Plan is charged with the responsibility of following equal opportunity guidelines within the framework of his/her personnel responsibilities.

#### **A.      President**

The President has the delegated authority for all hiring and firing actions of employees classified as permanent. Further, the President informs the Board of Trustees of all personnel transactions on a monthly basis through a Personnel Report provided by the Director of Human Resources.

#### **B.      Director of Human Resources**

Responsibility for the implementation and overall evaluation of the Richmond Community College Equal Opportunity Employment Plan is assigned to the Director of Human Resources.

Duties include:

1.      Keeping faculty and staff informed of developments in equal opportunity employment and providing all employees with a copy of the hiring plan.

2. Assisting in the identification of equal employment opportunity problems and in the establishment of goals, procedures, and policies to remedy these problems.
3. Assisting all levels of administration in carrying out the provisions of the Plan.
4. Annually reviewing the Plan to determine any necessary updates.
5. Preparing monthly Personnel Report for the Board of Trustees.

## **11.02.00 EMPLOYMENT OF PERSONNEL**

To insure unbiased selection of employees, the Director of Human Resources will monitor all aspects of the employment process. Personnel involved in the selection of employees will be advised periodically of proper recruitment and hiring procedures.

### **11.02.01 JOB DESCRIPTIONS**

Job descriptions, based on the essential duties and responsibilities, will be written for each permanent position at Richmond Community College. These job descriptions will include minimum employment qualifications based on education, training, and skills necessary to perform the job. The official copies of all job descriptions are maintained and kept on file in the Human Resource Office and are available to any employee who wishes to see them.

Annually, these job descriptions must be reviewed by both employee and supervisor and any changes or corrections submitted for approval at that time. After both supervisor and employee sign and date the job description, it should be returned to the Director of Human Resources. Employees and supervisors are expected to keep copies of their job descriptions for reference purposes, for evaluation, and for staff development purposes.

The Director of Human Resources will also review each job description and the minimum qualifications required for consistency and fairness. Should changes need to be made in a job description at a time other than the annual review in April, a revised job description and written explanation of the change must be approved by the President and then submitted by the supervisor to the Director of Human Resources before the change is implemented.

### **11.02.02 RECRUITMENT**

The President is responsible for all hiring decisions and an active recruitment program to meet current projected manpower needs, using procedures that will assure equal employment opportunities based on job-related requirements. Recruitment efforts

of the Human Resource Department and all college divisions and departments will be coordinated in a timely manner.

### **11.02.03 METHODS OF FILLING JOB OPENINGS**

When an opening occurs, either as the result of the establishment of a new position or because an existing position has been vacated, the President and the area Vice President of the College will determine whether the opening will be filled by administrative appointment, reassignment, or an open candidacy.

#### **A. Administrative Appointments/Reassignments**

Administrative appointments and reassignments may be made at the discretion of the President. These positions will not be advertised externally, and may be made by senior staff recommendations. The justification for such decision will be documented in the hiring file. In cases of reassignment, salary, and other adjustments will be made as appropriate to the new assignment.

#### **B. Open Candidacy**

This term will be applied when a position is declared open to all applicants, either internally and/or externally.

##### **1. Position Vacancy Announcements**

When it is determined that a position will be filled by open candidacy, the College will follow an established procedure of candidate identification which will promote equal opportunity and assure selection of the best qualified person available to the College.

- (a). **Supervisor:** Review recruiting and hiring procedures with the Director of Human Resources.
- (b). **Supervisor:** Prepare a vacancy announcement which includes the job description, education, and experience qualifications required, salary range, deadline for application, and the application documents required.
- (c). **Supervisor:** Submit the vacancy notification to the President and Director of Human Resources for review.

##### **2. Advertising**

- (a). External Advertisements

All faculty and senior level positions will be advertised for thirty (30) calendar days before the closing date. All professional and administrative positions will be advertised for at least fourteen (14) calendar days before the closing date; all positions grade 17 and

- (1). In-House Mail
- (2). Employment Security Commission
- (3). NC Community College System (professional and faculty positions only)
- (4). Local newspapers
- (5). Selected publications with regional and/or national coverage
- (6). RCC Web Page

Position vacancy announcements shall contain, at a minimum (1) the title, grade, and location of the position; (2) the closing date of the announcement; (3) a summary of the duties of the position; (4) the basic qualifications requirements; (5) the procedure for making application; and (6) a statement of nondiscrimination.

(b). Internal Advertisements

In the sole discretion and judgment of the President, if a sufficient pool of qualified applicants for a position vacancy exists within the College's workforce, the President may direct the position vacancy to be announced internally through the Richmond Community College personnel department only, and in such event, the remainder of the foregoing announcement procedures do not apply. In the event that the position vacancy is not filled as a result of the internal announcement, the position vacancy will be announced through the usual sources.

If a temporary replacement for a permanent position is being hired, (one or two semesters only) the position does not have to be advertised. However, if it seems likely that the replacement will become a permanent appointment, the usual recruiting and hiring procedures should be followed for filling the position.

## **11.02.04 PRE-EMPLOYMENT BACKGROUND CHECKS**

### **POLICY**

RCC strives to provide a safe and secure environment for employees and students. To this end, it is the policy of RCC that a background check will be conducted on every applicant recommended for employment. Final applicants currently in permanent RCC employment will not be exempted from this policy. Background information will be evaluated in a consistent, non-discriminatory manner.

### **PROCEDURE**

Offers to final job applicants will be made contingent upon, or after, successful completion of an in-depth background investigation. Hiring supervisors are responsible for verifying information listed on the job application including professional and personal references, work experience, and any licenses. In addition, for permanent positions, the Director of Human Resources will be responsible for working with a third party provider to conduct additional background checks. The third party provider is responsible for checking a range of sources depending on the position, including: criminal conviction records, credit history, civil litigation records, and motor vehicle records. All final applicants will be screened for criminal conviction history and previous employment. Final applicants for jobs which require driving a college vehicle will also be screened for driving history. Final applicants for jobs handling College funds will also be screened for credit history. Final applicants for supervisory positions will also have a civil litigation check performed. This information will be evaluated based on job-relatedness and other factors.

Applicants will be asked to sign an authorization form to obtain the above checks. The authorization form and a statement of the individual's rights will be given to applicants during their interview. Applicants will be informed that hiring is contingent upon the screening procedures. Failure to sign the release form will constitute ineligibility for hire.

Any candidate with a job-related felony or misdemeanor conviction or suspended imposition of sentence, or who has job related charges currently pending against him, may be denied employment. Factors such as date of offense, age at time of offense, and seriousness or nature of offense will be taken into consideration. If cleared of pending charges, the candidate will be eligible to reapply, but not until then. Any candidate who has falsified his employment application will be denied employment.

The Director of Human Resources will review the findings of the required background checks and present them to the President and respective Vice President. Based on the final recommendation of the Vice President, the President will make the final selection.

### **11.03.00 APPLICATION FOR EMPLOYMENT**

#### **11.03.01 INTERNAL APPLICANTS**

Current employees who wish to be considered for a position must complete a Job Status Change Request Form, available in the Human Resource Office and website, by the closing date of the advertised position.

#### **11.03.02 EXTERNAL APPLICANTS/ANNOUNCEMENTS**

The Richmond Community College Application for Employment form shall be the standard application accepted for all position listings. In addition to the application form, all applicants are required to submit a list of three to five professional references with contact information, and the appropriate transcripts as requested. It is the responsibility of the applicant to ensure that their application packet is complete by the closing date of the advertised position.

#### **11.04.00 APPLICANT TRACKING**

The Human Resource Department shall be responsible for maintenance of records of all position vacancy announcements, including posting and closing dates, all referral sources used in the recruitment process, and the pool of applicants considered for each vacancy.

#### **11.05.00 QUALIFICATIONS STANDARDS**

All applicants considered for employment or promotion shall meet the qualification standards established by the job description and corresponding salary grade relating to the position to which the appointment is being made.

All applicants for positions that are a Grade 18 and below will meet the minimum established levels of the Career Readiness Certificate (CRC).

*History Note: Board approved on June 1, 2010.*

#### **11.05.01 PREFERENCE FOR VETERANS IN HIRING**

Preference in employment shall be granted to eligible veterans and their spouses or surviving spouses as defined in the **NC General Statute 128-15**. In order to claim veterans' preference, eligible veterans must meet the minimum education and

experience requirements for the position and must be capable of performing the duties as assigned to the position.

*History Notes: Board Approved on October 3, 2007.*

## **11.06.00 APPLICANT REVIEW PROCESS**

The Director of Human Resources will screen all applications to determine those candidates best qualified for interview. All candidates who meet the minimum qualifications and who have completed applicant files will have their files reviewed by the Interview Committee.

### **Selection**

The Interview Committee will review the files submitted by the Director of Human Resources to determine the top candidates for interview. These files will be screened based on the applicant's education, experience, and work history. The Director of Human Resources will inform the committee if an individual is eligible for veterans' preference.

Individuals responsible for the selection of new employees shall use and document, on a consistent, routine basis, a selection process that best suits the College's needs in filling positions within each individual division or department. All selection methods developed and utilized by the supervisor shall be valid measures of job performance. A diverse Selection Committee shall be appointed by the appropriate Vice President.

In making the hiring decision, the qualified eligible veteran should be given preference when overall qualifications are substantially equal to the non-veterans in the most qualified applicant pool. Substantially equal qualifications occur when the committee cannot make a reasonable determination that the qualifications held by one or more applicants are significantly better suited for the position than the qualifications held by another applicant.

## **11.07.00 REAPPOINTMENT**

1. Reappointment and conditions of reappointment are dependent upon the type of initial appointment, funding, availability of positions, employee performance, and related factors.
2. Reappointment procedures are as follows:
  - (a). Each year, through the performance appraisal process, the Director of Human Resources will compile a list of employees recommended for reappointment, probation, or non-renewal by the area Vice Presidents.

- (b). The recommendation lists will be forwarded to the President of the College. The President will make the final selections for those to be recommended to the Board of Trustees.

#### **11.08.00 POSITION RECLASSIFICATION/TRANSFER**

Any personnel changes, changes of status or changes in jobs must have prior approval by the President and be documented on file with the Human Resource Office. This is the responsibility of the appropriate Vice President.

The job assignment of any employee in the College is made solely upon the capacity of the individual to perform the essential functions of the position without regard to race, sex, age, national origin, religion, color, disability, or political affiliation.

#### **11.09.00 RECLASSIFICATION**

Reclassification occurs when a position is reclassified to a higher level with additional responsibilities, due to administrative restructuring. If a currently occupied position is being reclassified to a higher level with additional responsibility, under these conditions, it does not need to be advertised.

If a vacated position is reclassified from one job category or salary level to a higher job category or salary level, it must be filled as outlined in the Plan.

#### **11.10.00 LATERAL TRANSFER**

A lateral transfer is a change from one position to another position within the same employee category and at the same level and pay grade. Lateral transfer of personnel is an administrative decision and does not need to be advertised or require a pay change.

#### **11.11.00 TRAINING AND CAREER DEVELOPMENT**

Supervisors share with the Director of Human Resources responsibility for employee career counseling and for disseminating information on training and professional development opportunities to staff members.

All Richmond Community College employees are encouraged to continue upgrading their education and skills and may be granted leave for in-service education and training, attending seminars, workshops, and classes. A plan for professional development is an integral part of the job performance evaluation process for each employee. Supervisors are responsible for working with employees to identify areas for improvement.