

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>EMPLOYMENT &amp; HIRING</b>	Policy 4.01.02
-----------------------------------	--	-------------------

1. The Board of Trustees hereby delegates to the President the authority to initially hire and renew all subsequent employment contracts, where applicable, for all full-time College personnel. ~~The President shall inform, in writing, the Board's Executive Committee of his/her employment decision for all initial hires at least three (3) business days prior to extending a formal offer to the applicant.~~ The President shall inform the full Board of his/her employment decisions for all initial hires at the next regularly scheduled Board meeting. For contract renewals, the President shall report his/her employment decisions at the next regularly scheduled Board meeting.

All newly hired full-time employees shall receive a letter of appointment stating that the employee shall serve a probationary period of at-will employment lasting one (1) year from the date of hire. After the probationary period, full-time employees may be eligible for one (1) year contracts<sup>1</sup>; however, nothing in this Policy or set forth in the terms and conditions of an employee's initial letter of employment and/or contract shall entitle any employee to a contract or contract renewal.

The Board shall hire the President and will specify in his/her contract the contract term, salary and any additional benefits.

2. The Board hereby delegates to the President the authority to hire all part-time College personnel. The President shall report his/her employment decisions at the next regularly scheduled Board meeting after the hire.

All part-time employees shall be hired on the basis of at-will employment and shall either receive a letter of appointment or a part-time agreement for specific services. Nothing in this Policy or set forth in the terms and conditions of a part-time employee's letter of appointment and/or part-time agreement for specific services shall entitle any part-time employee to a contract or contract renewal.

3. The Board hereby delegates to the President the authority to hire all temporary, part-time and temporary full-time College personnel. The President shall report his/her employment decisions at the next regularly scheduled Board meeting after the hire.

All temporary employees shall be hired on the basis of at-will employment and shall either receive a letter of appointment or a part-time agreement for specific services. Nothing in this Policy or set forth in the terms and conditions of a temporary employee's letter of appointment and/or temporary agreement for specific services shall entitle any temporary employee to a contract or contract renewal.

4. The quality of the College's program is dependent on skills, commitment, and enthusiasm of its employees. The Board seeks to employ the best qualified personnel available. In return, the Board expects College employees to accept and support the College's vision

---

<sup>1</sup> In the event that an employee's probationary period ends during the College's fiscal year and the employee is offered a contract, the term of the contract shall terminate at the end of that fiscal year. All subsequent contracts, if any, shall be for a term of one (1) year.

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>EMPLOYMENT &amp; HIRING</b>	Policy 4.01.02
-----------------------------------	--	-------------------

and mission. Specifically, all employees are expected to be aware of the College's policies, procedures and programs, to devote their professional services and individual skills to the realization of the College's objectives, and to discharge their duties in such a manner as to reflect credit upon the College

5. No applicant will be considered for employment who does not complete and submit a College employment application form.
6. The North Carolina Department of Commerce Division of Employment Security will be used as a source, whenever practical, to locate qualified applicants for employment.
7. Employment preference will be given to eligible veterans, their spouses or surviving spouses, and surviving dependents as defined by G.S. 128-15. This preference applies to initial employment, subsequent hiring, promotions, reassignments, and horizontal transfers when two or more candidates are equally qualified for the position. To claim veterans' employment preference, all eligible veterans shall submit a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty) along with a College application for employment. In order to claim veterans' employment preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.
8. All hiring decisions shall comply with Policy 4.01.07 – Nepotism/Employment of Relatives.

The Board hereby delegates to the President the authority to promulgate any administrative procedures necessary for the College to comply with the intent of this Policy.

Legal Reference: G.S. 115D-20; 128-15

Cross Reference: Policy 4.01.07 - Nepotism/Employment of Relatives

Adopted: July 2009

Amended: April 2013  
January 26, 2016  
July 23, 2019