

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 503: Employment

North Carolina law assigns responsibility for employment of all personnel of the College to the Board of Trustees subject to standards established by the State Board of Community Colleges. The President shall recommend and the Board of Trustees shall act upon the employment of all full-time personnel. The Board of Trustees delegates its authority to employ part-time personnel to the President. The President has complete authority to assign duties to all personnel.

The College is an equal opportunity employer. The use of discriminatory practices in employment, promotion, and salary determination or contract renewal is prohibited. Individuals submitting applications to the College must meet the core requirements and minimum qualifications to be considered for a position. The employment and assignment of all college personnel shall be solely on the basis of qualifications and without regard to race, color, national origin, citizenship, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, and/or veteran/military status. In addition, the College prohibits discrimination based on any characteristic or condition protected by law, but not specifically mentioned here.

In hiring decisions, the College will provide an employee preference for veterans and their spouses or surviving spouses.

## Scope

All full-time and part-time employees.

## Definitions

Employee: A person who is hired to provide services to the college on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.

## References

1 C SBCC 200.94

G.S. 128-15

Policy 501.08, Veterans Preference

Reviewed by the College Attorney, April 18, 2012 and December 20, 2013

Reviewed by the Executive Leadership Team, April 4, 2012, August 20, 2013 and January 17, 2014

Reviewed by the Board of Trustees Executive Committee, April 20, 2012

## Policy Owner

Vice President, Human Resources & Organizational Development, Ext. 7178

See: Employment Procedure; Steps to Request, Screen, and Hire Full-Time Positions; Steps to Request, Screen, and Hire Part-Time Limited and Adjunct Positions; and Steps to Request, Screen, and Hire Part-Time Regular Positions

Approved by the Board of Trustees on February 17, 2014.