

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503: Employment

The Executive Director for Human Resources and Organizational Development (ED of HR/OD) is responsible for overall supervision of College employment practices and procedures. The ED of HR/OD will make every effort to ensure that all legal requirements regarding employment are met. This will include use of the College’s standard Equal Employment Opportunity statement, whenever applicable.

Occasionally, circumstances may alter procedures for announcing and/or filling vacancies. Such instances must have approval of the President.

## Overview

### Job Vacancy Announcements

The President, with the approval of the Board of Trustees, will establish administrative procedures for announcing vacant positions via a job posting and determine whether to announce the job vacancy through external or internal advertising or both. The President has the authority to reassign personnel to fill vacant positions. When the President exercises the authority to reassign, the advertising of positions, screening and interviewing of applicants need not take place unless a vacancy is created following any reassignment.

* Full-time external job postings will be advertised for a minimum of ten (10) business days.
* Full-time internal job postings will be advertised via email for a minimum of five (5) business days.
* Part-time job postings will be advertised for a minimum of five (5) business days.

*NOTE: If a job vacancy is re-posted with adjusted requirements/qualifications, it will be posted for the same number of minimum days as noted above, based on the employment type.*

### Employment Applications

Employment applications must be submitted via the College’s online applicant tracking system, along with supporting documents as indicated in the job posting. Positions will be open until they are filled. All applications received by 8:00 AM EST on the posted “application review date” will be prescreened. Applications received after 8:00 AM EST on the posted “application review date” may not be prescreened. Incomplete applications will be removed from consideration.

### Employees Applying for Vacant Positions within the College

Current employees, in good standing, may apply for any vacant position within the College.

* A full-time regular employee must be in their current position for at least one year before applying for other vacant positions. If the employee has not been in a position for at least one year, the employee may submit a written exception request to their Current Supervisor, which will require review through the individual’s Senior Administrator. The Senior Administrator will consult with the Senior Administrator of the division where the vacancy exists. The Current Supervisor will notify the employee of the outcome, and The Senior Administrator where the vacancy exists will notify Human Resources.
* The employee is responsible for informing their Current Supervisor upon completing the application. A complete application with supporting documents which includes: application, resume, cover letter, unofficial transcript and other documents (required per the job posting) are still required for consideration. Omissions of required documents will result in disqualification.

### Screening Committees

Screening Committees are utilized for all vacancies except part-time limited and adjunct instructor positions. The position requirements, key relationships, and the value of diverse perspectives are considered when forming a Screening Committee. The hiring supervisor is typically the Screening Committee Chair. All Screening Committee members must have completed the College’s training on effective and legal interviewing practices before serving as a Screening Committee member. The Associate Director, Human Resources and Special Assistant to the President for Equity and Compliance (or other HR representative) will serve as a voting member on all full-time interview committees.

* Full-time Dean-level and above positions: The Screening Committee Chair and the President will collaborate to determine the committee members.
* All other Full-time positions: HR drafts the Screening Committee utilizing the Screening Committee Chair’s recommendations. The Screening Committee Chair and HR collaborate to finalize the committee, which must include at least four members.
* Part-time regular positions: The hiring supervisor forms the Screening Committee.
* Part-time limited and adjunct instructor positions: The use of a screening committee is optional and determined by the Hiring Supervisor.

If an internal candidate applies for a position, and that person’s Current Supervisor is selected to serve on the committee, a replacement committee member will be identified to avoid conflict of interest. If this is not possible, the affected committee member will take extra care to ensure objectivity and will share applicant information only when relevant to the screening.

If a Screening Committee Member provides a letter of recommendation for the interviewee, Human Resources will remove the Screening Committee Member from this committee to circumvent a conflict of interest. Please note, if the Screening Committee Member is the Chair of the committee there may be an exception where the chair cannot be removed. However, Human Resources will still ensure that it is an objective and fair process.

In some circumstances, a non-employee may serve as a subject matter expert on a screening committee, with prior approval and consultation with the Associate Director of Human Resources and Special Assistant to the President for Equity and Compliance. Non-employee screening committee members serve on an advisory basis and are non-voting members. Their involvement on the committee is limited to reviewing the applications selected for interview and participating in the interview process. The non-employee will provide written and/or verbal feedback for each candidate and share with the committee at the conclusion of the last interview. The non-employee will not rank candidates, and will not participate in the deliberation process.

### Interview Methods

If an applicant is outside a reasonable commuting distance to the College, the applicant may select a preferred interview method, as applicable to the position and the interview phase.

* Full-time instructional positions: The first round of interviews may be conducted via video call or in-person. Second and/or final interviews must be conducted in-person, unless the Senior Administrator approves an exception.
* Full-time non-instructional positions: The first round of interviews may be conducted via audio call, video call, or in-person. Second and/or final interviews must be conducted in-person, unless the Senior Administrator approves an exception.
* Adjunct instructor positions for online teaching: A remote interview is acceptable for any/all interviews.
* Part-time limited positions and adjunct instructor positions for non-online teaching: The interviews may be conducted via audio call, video call, or in-person. Second and/or final interviews must be conducted in-person, unless the Senior Administrator approves an exception.

The College does not typically pay travel expenses for applicants; however, the College President may approve an exception.

### References

A work reference provides an informed opinion regarding an applicant’s suitability for a position based on first-hand knowledge working with the individual. References who have had recent experience supervising the applicant are preferred. References must be completed prior to an offer of employment.

* **Full-time positions:** HR will secure the required references unless the hiring supervisor requests otherwise.

1. External finalists must have at least two positive references. If either reference is questionable, a third reference may be secured. All references will be considered in the evaluation process.
2. Internal finalists are subject to references at the discretion of the Executive Director of HR/OD, or their designee. In addition, the employee’s personnel file may be reviewed to assess prior performance.
3. Former College employees must have at least one positive reference. If the reference is questionable, a second reference must be secured and both references will be considered in the evaluation process. References are preferred in this order: Current Supervisor, former A-B Tech supervisor. In addition, the former employee’s personnel file may be reviewed to assess prior performance and eligibility for rehire.

* **Part-time regular positions:** The hiring supervisor will secure the required reference(s). At least one positive reference is required.
* **Part-time limited/adjunct positions:** References are encouraged but are at the discretion of the hiring supervisor.

### Employment Verifications

An employment verification confirms the applicant’s prior employment information and can be limited to title(s), employment date(s), and/or current/final pay. Employment verifications may be provided by a current supervisor, or by a representative in the HR department. Some positions require written employment verifications to meet credentialing requirements.

### Criminal Records Checks (CRC), Credit Checks, and Drug Screens

The College requires a CRC before extending the offer of employment for all new hires. Re-hires are subject to a CRC before an offer of employment is extended, if the previous employee has not had a CRC within the prior two years. Internal promotions/transfers are subject to a CRC if this check was never completed.

If the CRC report identifies criminal convictions, the ED of HR/OD or designee evaluates the implications and decides whether to move forward with the hire/rehire/promotion/transfer, or removes the applicant from consideration for the current vacancy.

All criminal record and credit check authorizations, checks, actions, record keeping, and activities will comply with the standards set forth in the Fair Credit Reporting Act (FCRA).

Certain positions may require drug screens. Screening will be consistent with the Drug and Alcohol Policy (113).

Certain positions may require a credit check. This will comply with the standards of the Fair Credit Reporting Act (FCRA).

Definition:

An employee is a person who is hired to provide services to the College in exchange for compensation and who does not provide these services as a bona fide independent contractor.

Owner:

Executive Director, Human Resources and Organizational Development

Procedure revisions made by the Executive Leadership Team, April 18; October 17, 2012; March 7, 2014, November 30, 2016, September 6, 2017, February 14, 2018, and March 31, 2021

#### Please see:

Steps to Request, Screen, and Hire Full-Time Positions

Steps to Request, Screen, and Hire Part-Time Regular Positions

Steps to Request, Screen, and Hire Part-Time Limited and Adjunct Positions

Pursuant to Board policy, Chapter 500, Section 503, this procedure must be followed when dealing with employment at the College.