

TO: MCC Staff

FROM: Office of the President

SUBJECT: Employment Process Guidelines

DATE: July 11, 2014

PURPOSE: To prescribe a systematic employment process for the recruitment, selection, and hiring of individuals for full-time and part-time regular positions at the College.

SCOPE: This procedure applies to all prospective full-time and part-time regular employees whose employment relationship is defined in Board of Governors Policies. This Procedures Memorandum is intended for use solely by officials/designated representatives of the College. No legal contractual right is conferred on any person hereby, and no selection confirmed by the College Area Board of Governors shall be invalidated as a result of any deviation from any of the procedures outlined herein.

1. General Principles

The process of employing qualified individuals is vital to the success of the College. The employment procedures used by the College have been developed to assist individuals involved in this process to understand and accomplish their respective roles. It is the policy of Metropolitan Community College to comply with applicable federal, state and local laws and regulations regarding Equal Employment Opportunity. The College is committed to ensuring that recruitment/hiring decisions are made without regard to race, color, national or ethnic origin, religion, age, gender, sexual orientation, disability, marital status, status as a protected veteran (disabled, recently separated, active duty wartime or campaign badge, or Armed Forces service medal), or status in any group protected by applicable federal, state, or local law, except where required by bona fide occupational qualifications.

The guiding principles underlying the employment process are:

- a. Recruitment/advertising efforts will occur in a manner that reaches out to attract a diverse, qualified pool of applicants.
- b. Positions are to be filled using an equitable search process.

2. Employment Procedures

When approved, all open full-time and part-time regular positions at the College will be

filled in accordance with the recruitment, selection, hiring, and record-keeping guidelines established by the Associate Vice President of Human Resources in collaboration with the Associate Vice President for Equity and Diversity. For more information, contact Human Resources at 402/457-2420.

Adopted 6/5/92 as PM VII-12 (Selection Process for Classified Personnel); Adopted 9/15/92 as PM VI-21 (Guidelines for the Employment of Full-time Professional Staff Members); Revised and Combined into PM VI-21 7/31/02; Revised 7/20/06; 2/4/08; 7/11/14