



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.01	Employment Procedures	07/01/07	

1.0 Purpose

To establish uniform procedures for the recruitment, evaluation and selection of qualified personnel for classified positions of Bainbridge College.

2.0 Policy

Bainbridge College is an affirmative action, equal opportunity employer. All decisions to recruit, employ, and promote individuals are made without regard to race, color, national origin, gender, religion, disability, sexual orientation, or age. Bainbridge College takes affirmative action to recruit, employ and advance minorities, females, disabled veterans and veterans of the Vietnam era. Reasonable accommodations will be made for otherwise qualified veterans and disabled persons.

3.0 Recruitment

The Human Resources Department is responsible for the recruitment and screening of classified employees. The Director of Human Resources or his/her designee will determine recruitment strategies and sources appropriate for a position vacancy. Sources may include, but not necessarily limited to internal postings, newspapers, journals and Internet advertisements, college and university job fairs, and professional networks and organizations. Additional contracts with minority schools and other resources that increase the ability to provide an adequate supply of diverse, qualified candidates for consideration will be included in the recruitment process when appropriate. The use of search firms and temporary staffing agencies requires approval of the Director of Human Resources. The Human Resources Department is responsible for maintaining appropriate documentation and records of the recruitment and selection process for Bainbridge College.

4.0 Employment Status and Eligibility for Benefits

The categories of appointment to classified positions are established according to level of work commitment and anticipated duration of employment. The type of appointment determines an employee's status with regard to eligibility for benefits.



- 4.1 Regular/Full-time: Personnel employed for a continuous period exceeding six (6) calendar months who are regularly scheduled to work full-time (40 hours) each work week.
- 4.2 Regular/Part-time: Personnel employed for a continuous period exceeding six (6) calendar months who are regularly scheduled to work at least half-time but less than full-time (at least twenty but less than forty hours a work week).
- 4.3 Temporary: Personnel employed for a period not to exceed six (6) calendar months, with either full or part-time scheduled hours. Such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head needs the services of that individual subject to the approval of the Chief Business Officer of the institution or his/her designated representative. Once an individual has served as a “temporary” employee for a twelve month period, he/she shall not thereafter be employed as a “temporary” employee until a period of thirty calendar days has elapsed. All student assistants shall be and are classified as “temporary”, and employment as student assistants shall not be subject to the reemployment restriction outlined above.

Full-time/Regular and Part-time/Regular employees are eligible for fringe benefits as outlined in Bainbridge College’s Administrative Policies and Procedures and in the Employee Handbook. Temporary employees are ineligible for benefits.

5.0 Procedure

Employment Requests

To fill a regular classified position, the department completes and forwards the Request to Fill a Vacancy to the Human Resources Department along with a copy of the department’s proposed job posting.

6.0 Announcement of Position Openings

As an Equal Employment Opportunity and Affirmative Action employer, Bainbridge College provides timely announcements of position openings. The Director of Human Resources may designate certain classes of positions to be placed on a “continuous announcement” listing when there exists a frequent or continuous need for applicants to fill positions in these classifications. The Director of Human Resources may exempt other positions from regular announcement procedures when costly or unnecessary delays in filling those positions would occur. Announcements of position openings except temporary or student positions are updated on a regular basis.



7.0 Applications for Positions

Internal Applicants: Employees interested in posted vacancies must apply by the deadline. To submit a bid for a posted vacancy, employees must obtain a bid for Position form from Human Resources and submit the form to Human Resources within the specified time period. Bainbridge College employees must have occupied their current positions for at least six months in order to bid on a vacant position, unless the employee has obtained the approval of his/her supervisor to do so.

Outside Applications: Qualified individuals are expected to apply for a posted vacancy by the deadline using the Bainbridge College Employment Application, which can be obtained from the Human Resource Office. Applicants may also apply in person at Human Resources or by submitting a cover letter and resume for posted positions.

8.0 Referral of Applicants to Department

The Human Resources staff evaluates all candidates based on such factors as relevant experience, skills, test scores and education levels and refers those applicants believed to be qualified to the hiring department for consideration. Promotion from within the institution is encouraged when practicable. When applicable to the position, test scores will be provided to the hiring department.

9.0 Departmental Evaluations and Selections

All candidates referred by the Human Resources department in response to a posted vacancy will be considered and evaluated by the department. The Human Resources department is responsible for screening and testing applicants for employment based on the selection criteria outlined in the request to fill a vacancy and the qualification standards established in the job description for the position. The hiring department is responsible for screening applications to determine applicants to be interviewed based on the Department's overall requirements, setting up interview dates and times, and conducting selection interviews according to interview guidelines established and provided by the Human Resources Department. The hiring department is also responsible for conducting reference checks on candidates being seriously considered. The Human Resources Department is available to assist with this upon request. A selection decision will not be made until all referred candidates have been considered. Hiring departments and the Human Resource Department are expected to communicate during the interview process concerning the candidates being considered. The Human Resources department is responsible for notifying candidates of the hiring decision. Departments



are expected to utilize areas outlined in Bainbridge's Affirmative Action Plan. The Human Resources staff will insure that hiring departments are made aware of their Affirmative Action responsibilities prior to a selection decision. Once the interview and selection process has been completed and a candidate selected, the appropriate Interview Evaluation forms and Reference Check Form(s) are to be completed, signed, and forwarded to the Human Resources Department prior to an offer being made.

10.0 Disqualification of Candidates

A candidate will be disqualified for employment for any of the following reasons:

- Conviction of a criminal drug offense disqualifies candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense is ineligible for employment or reemployment for a period of seven years from the most recent date of conviction.
- Any false statement of material fact in the employment application.
- The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- The candidate has been convicted of a felony unless the applicant has been pardoned.
- Testing positive for the use of illegal drugs for positions requiring a pre-employment drug screen.
- Former employees terminated for cause by Bainbridge College unless the termination is no longer deemed relevant by the Director of Human Resources based on lapsed time, type of position applied for and/or work record established elsewhere since termination. Refer to the policy on re-hiring of employees.

11.0 Offers of Employment

All offers of employment to fill classified positions will be made by the Human Resources Department and are conditional upon successful completion of a Criminal History background check, verification of licensure, certifications and academic credentials and a physical exam and drug screen, if required. Following the selection of a candidate by the department and the successful completion of all screening requirements, the Human Resources Department will extend an offer of employment to the selected candidate at an approved salary. Any deviation from the minimum salary of the pay range for the position must be made in accordance with the Compensation Policy for Classified Employees. The Human Resources Department will notify departmental hiring authorities of the acceptance or refusal of an employment offer by the candidate.



Candidates in the referral pool that are not selected for a vacancy will be notified by the Human Resources staff and/or hiring department.

12.0 Completion of the Employment Process

When an employment offer is accepted, the department will complete a Personnel Action Form in accordance with Bainbridge College's Administrative Policies and Procedures and forward the completed PAF to the Human Resources Department. The HR staff will send an official appointment letter to the employee with an information copy to the department.