

With new and changing regulations regarding employment practices, it is necessary to establish certain guidelines for the employment of personnel by the District. Human resources has been assigned the responsibility of ensuring compliance with Board Policy and federal regulations in the employment practices of the college.

ADVERTISEMENT PROCEDURE

Recommendations to advertise a position should be forwarded from the immediate supervisor through the appropriate vice president, to the College President. Positions will be advertised by human resources only with the written approval of the President.

Professional positions shall be advertised for thirty calendar days and classified positions for fourteen calendar days. An extension of the advertised closing date or re-advertising of the position may be granted by the president.

APPLICATION AND SELECTION

In accordance with Board Policy GAA, Public Requests for Documents, the college president is appointed custodian of the records as follows:

The President is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copies, or developed materials possessed, assembled, or maintained by the District.

All requests for information regarding the availability of a position with the college (whether written or oral) should be referred to human resources for appropriate response. Human resources should authorize the distribution of all application forms for employment with the college.

Measures and procedures used as a basis for employment decisions may include: Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques from traditional paper and pencil measures, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and un-scored application forms.

In order to ensure consistency in the Brazosport College selection procedure and in an attempt to ensure that a supervisor or search committee formally interviews only applicants or candidates who are deemed qualified by human resources, all potential applicants or candidates should be referred directly to human resources without any type of pre-interview or discussion. Supervisors

should avoid informal or casual interviews with applicants or candidates for a position.

Human resources will collect the applicant's or candidate's application and administer appropriate assessments. Search committees or supervisors should interview only qualified applicants or candidates as referred by human resources for an available position.

The hiring recommendation for professional and classified personnel may include the use of a search committee or a process including supervisor and appropriate vice president. The hiring process shall be as follows:

PROFESSIONAL
PERSONNEL
(FULL-TIME AND
PART-TIME)

1. At the time the vacancy is announced, it will be determined if a search committee will be used in the selection process. If a search committee is to be used, a list of recommended committee members will be sent to the President for approval.
2. As applications for a vacant position are received, human resources will secure references, transcripts of college work, and other appropriate documents.
3. The vice president of human resources will review applications and refer those applicants meeting the qualifications required for the position to the search committee or supervisor and appropriate vice president.
4. After reviewing qualified applicants, the search committee or supervisor and vice president will recommend to the vice president of human resources candidates as finalists for the interview process.
5. The search committee or supervisor and appropriate vice president (or designee) will interview each finalist selected.
6. At the conclusion of scheduled interviews, the search committee or supervisor will recommend a single finalist (if appropriate) to the vice president of human resources for employment. Prior to forwarding the recommended finalist to the President, the vice president of human resources will prepare salary information and conduct additional reference checks.
7. Upon receipt of the file on the recommended finalist the President may approve the finalist for non-contractual positions or recommend the finalist to the Board of Regents for contract positions. If the President does not concur with the

recommendation, the President may return the recommendation to the search committee or vice president of human resources with any reason(s) for not recommending the finalist.

- 8. Persons being recommended for annual contracts shall be presented to the Board for approval.

CLASSIFIED
PERSONNEL
(FULL-TIME AND
PART-TIME)

The hiring of classified personnel shall be governed by the following:

- 1. Human resources will process applications, and other appropriate documents on each applicant.
- 2. The vice president of human resources will screen applicants for the position and refer applicants meeting the qualifications required for the position to the immediate supervisor for the vacant position.
- 3. After reviewing applicants, the immediate supervisor will recommend to human resources those applicants considered as finalists for interviews.
- 4. Human resources will contact the finalists and schedule interviews.
- 5. The immediate supervisor and other appropriate staff will interview each finalist.
- 6. At the conclusion of scheduled interviews, the supervisor will recommend a single finalist (if appropriate) to the vice president of human resources for employment. Prior to forwarding the recommended finalist to the President, the vice president of human resources will prepare salary information and conduct additional reference checks.
- 7. The appropriate vice president will endorse the recommendation and forward it or return to human resources with reasons for not endorsing it.
- 8. Upon receiving a recommendation, the College President may approve the employment or return to human resources with reason(s) for not approving it.

RE-EMPLOYMENT
OF FORMER
EMPLOYEES

A former employee who is re-employed at Brazosport College may be re-employed at his/her former band/grade and step in the current salary structure if the following conditions exist:

- the position is the same as the previously held position and DBM classification;

- the responsibilities of the position have not significantly changed;
- the vice president recommends that the employee be re-employed at his/her former step;

For each employee group, Educational Growth Credits (EGCs) earned during employment will not carry forward to the employee's re-employment. For faculty, only approved college-credit coursework will be applicable to future advancement through the salary structure upon re-employment. For each employee group, approved EGCs earned after re-employment will follow the current guidelines for Educational Growth Credits.

INTRA-COLLEGE TRANSFER

Intra-college transfers shall be governed by the following:

1. The college shall advertise classified and non-teaching professional vacancies on campus to all qualified presently employed (full-time or regular part-time) individuals who may desire to be considered for transfer or promotion.
2. Should skill level requirements for a position be greater than the demonstrated skill results on file in human resources, an individual who wishes to be considered for transfer may be requested to demonstrate the required skills for the new position.
3. Transfer to another position is not automatic. The transfer request shall be followed by interviews with appropriate supervisors and requires the supervisor's and appropriate vice president's recommendation and approval by the president.
4. A promotion shall be defined as advancement to a higher band and grade than the employee's previous band and grade and may be accompanied by an increase in salary.
5. A lateral transfer shall be defined as a movement to a position in the same band and grade as the employee's present job classification with no change in salary.

INTERVIEWS

All personnel assigned supervisory responsibilities should contact human resources for information regarding appropriate interviewing techniques and guidelines. Information regarding specific questions which may or may not be asked should be secured from human resources if the supervisor is in doubt.

REFERENCES

Requests for references, written or oral, for prospective employees, current employees or former employees, including student assistants, shall be referred to human resources for response.

Exceptions may be made if the request is for a personal reference. In this case, the respondent should designate the reply as a personal response and not as an authorized representative of the college.

**VERIFICATION
OF EMPLOYMENT**

Verification of employment, whether written or oral, shall be referred to human resources for the appropriate response.

**STUDENT
WORK STUDY**

Student work study candidates are required to complete a Free Application for Federal Student Aid (FAFSA) file for the current academic year; maintain a G.P.A. of 2.0 or higher and must be enrolled for six semester credit hours in the long semesters and three semester credit hours in the summer semesters at the time of employment and through the official reporting day of the semester. After that day, the 12th class of a long semester and the 4th class day of a summer semester, students may drop courses as long as the enrollment remains at one credit hour during the semester of employment.

Students who are approved to work in the first summer session may remain at the same job for the entire two summer sessions as long as they are enrolled in both sessions. For example, one must be enrolled for three credit hours on the fourth day of the session, but can be enrolled in as few as one hour for the second six weeks. If a student is first hired during the second summer session, the student must be enrolled for three semester credit hours at the time of employment. After the fourth day of the second summer session, the hours may fall to one semester credit hour.

Work does not begin in a new position prior to the first day of classes. Students may work between semesters, as long as the student was enrolled in the semester prior to employment and will be enrolling the following semester.

Student work study may work no more than 19 hours per week during regular semesters. In the interim between semesters, the hours may be increased to 25 hours per week with the president's approval.

Students shall be hired in the following manner:

1. Students shall complete a work study application online through the career services' webpage.
2. Student work study application approval process is as follows:
 - a. Career services and financial aid review and verify application for eligibility requirements.
 - b. Career services coordinates departments' student worker requests with the pool of eligible applicants.

- c. Financial aid completes a final review of recommended student worker and sends “approval to hire memo” to the department, career services, and human resources.
 - d. Human resources notifies student of approval as student worker with instruction for completing required payroll paperwork.
3. Electronic copies of the approved work study application will be maintained in human resources.

STUDENT
TERMINATION

Student employment shall be terminated in the following manner:

1. The supervisor shall notify the student that his or her services are no longer needed.
2. The supervisor shall then notify human resources and the financial aid office that the student’s services have been terminated.

Students shall not perform the tasks listed below:

1. Recording of student grades.
2. Work of a personal nature.
3. Grading of nonobjective tests.

Student work schedules shall be established by the supervisor and shall not exceed the approved rate or hours.

The correctness of the student’s monthly time sheet should be verified and signed by the student work study’s supervisor. Human resources will verify the correctness of the items on the time sheet and enter the information into the payroll system.

A student on scholastic probation shall not be eligible for employment except by special permission from the vice president, academic and student affairs.

TEMPORARY
EMPLOYMENT

Employees may be hired into a temporary position with the approval of the president.

Salary rates for temporary positions shall be based on the position band and grade of the position on the approved salary schedule.

Temporary employees shall be employed for a specific period of time, not to exceed one year. In extraordinary circumstances, the president may approve an extension of time if he/she determines it is in the best interest of the college.

TUTORS AND
SUPPLEMENTAL
INSTRUCTION-(SI)
LEADERS

Tutor and supplemental instruction (SI) leader approval process is as follows:

1. All prospective tutors and supplemental instruction (SI) leaders for the student success center are interviewed for respective positions.
2. The director of the student success center completes departmental application form on each tutor and/or SI leader being recommended and submits to dean of instruction for recommendation.
3. Completed form with name of recommended tutor and/or SI leader submitted to human resources.
4. Human resources contacts prospective tutors and/or SI leader regarding completing online application.
5. Human resources processes application, conducts appropriate reference checks, and notifies applicant of approval.

There are two categories and pay rates for tutors and SI leaders. Qualifications for each category are:

Tutor I and SI Leader I – must have completed course work with a minimum grade of “B” at a level higher than the tutoring assignment.

Tutor II and SI Leader II – must have a bachelor’s degree or higher and coursework in the related tutoring areas as deemed appropriate by the director.

It is the responsibility of the director of the student success center to certify that individuals have the required skills and meet the qualifications to serve as tutors or supplemental instruction leader.

Tutors and SI Leaders shall be paid as per the approved salary rate.