

V 01 27 EMPLOYMENT PROCEDURES

Purpose

Volunteer State Community College is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law, and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963; as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto as indicated in Tennessee Board of Regents Policies 5:01:00:00 and 5:01:02:00 and Guideline P-010.

Volunteer State Community College employment procedures are designed to permit promotion from within whenever possible, assuming there are qualified employees available for promotion to a particular higher level position. All regular positions will be filled according to this policy and procedure; but are subject to the discretion of the President. The authorization to establish positions, fill vacancies, and make appointments is subject to approval by the President.

Guideline

1. Newly Created Positions and Existing Position

New positions to departmental budgets are proposed during the annual budget hearing process. When a department identifies the need for the addition of a Regular full-time or Regular part-time position, the position must be established within the authorized departmental and divisional budget and appropriate approvals including cabinet approval. Once the position has been approved, the position will then be posted in the online application system and advertised in accordance with the College's policy regarding recruitment and hiring.

Existing positions to which a vacancy occurs should be submitted for authorization through the online applicant system whereby the appropriate approvals are obtained. Upon final approval, the vacancy will then will posted online and advertised in accordance with the College's policy regarding recruitment and hiring.

2. Recruitment Procedures

The Office of Human Resources is responsible for the recruitment of all vacancies. Volunteer State Community College will use recruitment avenues that insure the process facilitates good faith efforts toward attainment of Affirmative Action goals and objectives as set forth in Volunteer State Community College's Affirmative Action Plan.

- A. All vacancies are to be posted within the online application system by the Department/Division Head and submitted for approvals per the guidelines specified in the Volunteer State Community College Employment & Search Procedure Manual. All employment records will be maintained in the Office of Human Resources and retained according to Tennessee Board of Regents Policy 5:01:00:00 and Tennessee Board of Regents Policy 1:12:01:00, Records Retention and Disposal of Records.
- B. Once the required approvals have been obtained, The Office of Human Resources will place advertisements as appropriate utilizing the source suggestions from the Department/Division Head's information listed in the online application posting. The Office of Human Resources is responsible for recruitment advertising for vacant positions and provides assistance to departments in identifying advertisement media sources. Recruitment advertisement is used to generate a diverse pool sufficient to generate as many qualified applicants as possible. The advertisement to fill a position should clearly state the position title, experience, educational, and other qualifications required. All advertisements will use the appropriate language and embody the College's position as an equal opportunity employer.

3. Request for Search Waiver

The established search procedures at Volunteer State Community College for administrative/professional and faculty positions are designed to meet all applicable state and federal laws and regulations regarding equal employment opportunity. These procedures assist in ensuring a fair and equitable process that will strengthen the College's commitment to diversity and inclusion. Deviations from these procedures are, therefore, strongly discouraged. There are special situations which dictate an appointment rather than to conduct a search to fill a position. Exceptions to these procedures will be made upon the request of the appropriate Vice President. Each request will be reviewed by the Director of Human Resources and requires the approval of the President. Specific instances under which a waiver may be considered are noted in the Volunteer State Community College Employment & Search Procedure Manual.

4. Application Procedures

The Office of Human Resources has initiated an online application system. Within this system all application materials and statistical data will be retained. A preliminary review of applications can be done by Human Resources to ensure that each applicant meets the minimum qualifications for the position and to assist in the identification of minority applicants prior to release for review by the search committee. The online application system has automatic notifications to all applicants appropriate to the current status of their application, the search status, and that the position has been filled. Guidelines are specified in the Volunteer State Community College Employment & Search Procedure Manual.

5. Selection Procedures

Selection of candidates for the position should not take place prior to the announced deadline or initial review date. Candidates must be selected on the basis of the qualifications for the positions as described in the online applicant system and in the job description and other qualities associated with the effective execution of the job. As indicated in the Volunteer State Community College Employment & Search Procedure Manual, the Search Committee Chair is responsible for upholding the selection procedures and updating the online application system as to the current status of each applicant and the search committee.

- a. For positions requiring prior approval for on-campus interviews, no invitation to interview can be extended until Tennessee Board of Regents Form A-1, has been submitted by the Office of Human Resources and actually signed by the Vice Chancellor or his/her designee as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010.
- b. When an applicant travels more than 300 miles roundtrip for an interview as a result of a national search, the College will reimburse mileage at the rate approved by the State of Tennessee for employee travel. Outside of the middle Tennessee area, mileage, airfare, and one night's lodging as appropriate will be reimbursed. Additionally the College will reimburse rental car cost when it is necessary for the interview schedule. These travel arrangements should be made in conjunction with the search committee and made by the Division secretaries with advice from Academic Affairs as needed.

6. Reference Checks

As outlined in the Volunteer State Community College Employment & Search Procedure Manual, a minimum of three (3) professional reference checks are to be conducted prior to recommendation for hire. In addition, the Department/Division Head may request letters of recommendation.

7. Employment Offer

The President must grant approval before the Vice President and/or his or her designee can make a tentative offer to the final candidate. No offer of employment can be made for positions requiring the Chancellor's approval until the required Tennessee Board of Regents appointment form, Tennessee Board of Regents Form A-2, has been submitted by the Office of Human Resources and actually signed by the Chancellor or his/her designee and the monitor, where required as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010. All offers become official with final approval by the President and/or Chancellor.

8. Procedure for Hiring Temporary Employees

While temporary positions, staff, faculty and adjunct are not subject to the search committee process, vacancies must be posted within the online application system and Department/Division Heads are responsible for ensuring that all appointments are based on job related factors assessed through a competitive, fair, and open process. The specific

role/responsibilities of the Department/Division Head are outlined in the Volunteer State Community College Employment & Search Procedure Manual.

An employee who has worked as temporary staff for the maximum time of one (1) calendar year must be completely separated and off the payroll for fourteen (14) calendar days before becoming eligible for re-employment in a temporary position pursuant to Tennessee Board of Regents Policy 5:01:01:00. Temporary faculty and adjunct employees are employed subject to Tennessee Board of Regents Policy 5:02:07:00 .

9. Promotion/Transfer Procedure for Regular Classified Employees

The purpose of the promotion/transfer is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified Volunteer State Community College support staff. The policy is designed to provide equal employment opportunity to all support staff, support career advancement of Volunteer State Community College's employees, provide effective placement of employees, and assure compliance with the Volunteer State Community College's Affirmative Action Program. The primary objective is the selection of applicants that meet the minimum qualification as indicated in the online posting and reflected in the job description for each position opening. Selection shall be based upon job-related factors which shall include, but are not limited to, relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities.

A. Internal Promotions

Volunteer State Community College permits the internal promotion of its employees to other positions for which they are qualified. The standard procedures for posting a vacancy on the online application system are the same for those positions advertised externally. However, the advertisement is designated for Volunteer State Community College in the “Position Announcement” or limited to the posting of the position vacancy in an area frequented by all employees within the department. This notice must include identification of the position title, required and preferred qualifications, and deadline for submission of a written application to the Office of Human Resources.

All regular full-time and regular part-time position openings will be made available for promotional purposes to qualified employees within the department.

B. Transfers

Volunteer State Community College permits the selections of “transfers” for positions within the College when the current employee has given valuable service to the College and possesses the necessary qualifications for the new position.

All current employees seeking another position within Volunteer State Community College must create an application via the online application system at <https://tbr.csod.com/ats/careersite/search.aspx?site=13&c=tbr>

When an employee is transferred, a two (2) weeks notice is normally expected. However, special accommodations can be made at the discretion of the department to allow the employee to begin their new position prior to that date.

A position opening may be filled by the transfer of an employee from one department to another department under the following conditions:

- 1) Employees may be considered for a transfer after completing six (6) months in their present position to a position outside their division. It is recommended that an employee complete a new hire probationary period before applying for another position within their division.
- 2) Although permission to transfer is not required after six (6) months of service, the employee should give the present supervisor two (2) weeks notice.
- 3) The employee meets and/or exceeds the minimum qualifications for the position.
- 4) No increase in pay is awarded at the time of transfer if it is to a position with the same job title or salary range.
- 5) Transferred employees are subject to a new probationary period of six (6) months.

10. Probationary Period

All new employees will serve a probationary period of six (6) months before being considered regular employees. This period will be used for training and evaluation of the employee to establish that the employee has the ability and qualifications to justify classification as a regular employee and continued employment. Department heads will closely observe the employee's work, secure the most effective adjustment of the new employee to this position, and recommend termination of any employee whose performance does not meet required standards. An evaluation will be completed at the conclusion the six (6) month probationary period on each new employee.

TBR Sources: 5:01:00:00; June 25, 1976; March 4, 1977; June 26, 1981; September 18, 1981; September 30, 1983; September 16, 1988; March 17, 1989; September 21, 1990; December 7, 1990; March 19, 1993; September 20, 1996; December 6, 1996; June 20, 1997; June 29, 2001; March 15, 2002; December 5, 2003; September 24, 2004; March 30, 2007; September 26, 2008; June 19, 2009 to take effect July 1, 2009; June 24, 2010; Revised September 20, 2013.

5:01:02:00; TBR Meetings, August 17, 1973; September 26, 1980; September 30, 1983; December 14, 1984; March 17, 1989; September 21, 1990; June 25, 1992; December 10, 1993; March 30, 2001; December 8, 2006; March 28, 2008; June 19, 2009

5:02:07:00 April 2, 2004 TBR Board Meeting; Board Meeting June 20, 2014.

1:12:01:00 November 15, 1983 SBR Presidents Meeting; Revised July 1, 1984; Revised July 1, 1985; Revised September 1, 1986; Approved May 14, 1991, Presidents Meeting and implemented August 6, 1993 after approval by State Records Commission; May 5, 1998, Presidents Meeting; May 21, 2002 Presidents Meeting; May 16, 2006 Presidents Meeting; Renamed and revised at Presidents Meeting August 18, 2015. Records Commission RDA approval, June 2016. Revision approved at Presidents Meeting February 21, 2017; Revised at Presidents Meeting May 16, 2017; Revised at Presidents Meeting November 14, 2017; Revised June 22, 2018.

P-010: July 2, 1976 and August 19, 1976 TBR staff memoranda; Revised September 16, 1980 TBR staff memorandum; July 1, 1984; August 16, 1984 TTC Sub Council meeting; July 1, 1985; February 16, 1988 Presidents Meeting; May 15, 1990 Presidents Meeting, September 21, 1990 Presidents Meeting; November 13, 1990 Presidents Meeting; November 11, 1991 Presidents Meeting; November 12, 1996 Presidents Meeting; August 5, 1997 Presidents Meeting; February 16, 2000 Presidents Meeting; May 21, 2001 Presidents Meeting; February 13, 2002 Presidents Meeting; November 5, 2003 Presidents Meeting ; November 8, 2006 Presidents Meeting; February 13, 2007 Presidents Meeting; August 19, 2008 Presidents Meeting; May 12, 2009 Presidents Meeting; May 18, 2010 Presidents Meeting; August 20, 2013 Presidents Meeting.

VSCC Source: June 12, 2003, President's Cabinet; July 17, 2007, President's Cabinet; January 23, 2009, President's Cabinet; January 7, 2019, President's Cabinet.