

# SAMPSON COMMUNITY COLLEGE



## PERSONNEL POLICIES AND PROCEDURES MANUAL

May 2006

*The following policies and procedures were developed to guide the college in the recruitment and selection of staff and faculty. If any of the policies and procedures within this manual are in conflict with state or federal policies or procedures, these policies are inapplicable.*

**PERSONNEL POLICIES AND PROCEDURES MANUAL**  
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## PERSONNEL POLICIES AND PROCEDURES MANUAL

### I. Policies and Responsibilities

#### A. Institutional Policy Statement on Affirmative Action/Equal Employment Opportunity

Sampson Community College, as a member of the North Carolina System of Community Colleges, seeks to provide employment opportunities to qualified individuals without regard to an individual's race, color, national origin, religion, sex, age, political belief or affiliation, or disability. The Board of Trustees and the college's administration, operating in good faith, have further pledged to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, national origin, religion, sex, age, political belief or affiliation, or disability. Such action includes but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeships. The college seeks to provide the protection available to the general community as well as the academic community under all applicable federal and state laws including the National Labor Relations Act, the Rehabilitation Act of 1973 as amended, the Americans With Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1966, Title IX of the Education Amendments of 1972, Sections 798A and 845 of the Public Health Service Act, Title I of the Education Amendments of 1976 (P.L. 94-482), Immigrating, Reform and Control Act 1986, the Equal Pay and Discrimination Acts, as well as Executive Orders 11246 and 11375 and other laws applying them.

This policy specifically charges the President of Sampson Community College with the responsibility of seeing the faithful implementation of the college's Affirmative Action Plan.

#### B. Responsibility for Personnel

Trustees Authority. Pursuant to NCGS 115D-20(2), the Trustees of Sampson Community College are authorized to employ all personnel of the college upon nomination by the President subject to standards established by the State Board of Community Colleges except for the President who must be approved by the State Board. The Board of Trustees authorizes the President to make conditional offers of employment and establish terms of employment for all employees subject to the Board of Trustees' review and ratification at their next meeting. All offers of employment, with the exception of those outlined below, shall be conditional until ratified by the Board of Trustees.

Powers of the President. Pursuant to NCGS 115D-20(2), The Trustees of Sampson Community College delegate to the President the authority to

employ all personnel appointed to temporary or part-time positions and full-time maintenance and housekeeping personnel.

#### C. Office of Personnel

The responsibility for the maintenance and processing of employment application material is given to the Personnel Office. The Personnel Office coordinates the personnel function between the division heads and the President. The Personnel Office is not directly involved in the selection or ranking of applicants for employment. Inquiries for employment should be directed to the Personnel Office.

#### D. Standards of Employment

Sampson Community College is accredited by the North Carolina Community College System and the Commission on Colleges of the Southern Association of Colleges and Schools. Accreditation standards imposed upon the qualifications of faculty and staff specify minimum acceptable levels of academic preparation for many positions within the college. These requirements, when applicable, are set forth in the Staff Handbook. Positions which are not covered by the accreditation standards are regulated by standards established by the President and appropriate dean(s).

#### E. Personnel Committee

The Personnel Committee on employment practices at the college is responsible for the periodic review of the recruitment, selection, and employment procedures for the staff. The committee will be chaired by the Vice President of Administration. The committee shall meet as called by the Chair, but shall meet at least annually for the conduct of business. The committee will review the college's existing employment practices pertaining to the advertising, recruitment, and selection of all staff, and make recommendations to the administration for changes in personnel procedures.

### II. Applications for Employment

#### A. Procedures for Unsolicited Applications

The college receives an almost daily influx of applications for employment for which no present employment vacancy is available. Applicants are advised of job postings on the college's website ([www.sampsoncc.edu](http://www.sampsoncc.edu)) the North Carolina Community College System's website (<http://www.ncccs.cc.nc.us>) and advertising in various newspapers. Applicants interested in part-time employment are directed to the appropriate division.

#### B. Procedures for Solicited Full-time Application

The Personnel Office requests applicants for employment upon notification by the President (SCC-PCA4) that a vacancy for employment exists. After receiving the (SCC-PCA4) the division dean will forward a brief statement to the Personnel Office (SCC-PCA13) detailing (1) position title, (2) salary range, 3) minimum qualifications, (4) the date of appointment, and (5) a brief job description. This information will be utilized to prepare a position vacancy announcement.

The Personnel Office will then initiate a request for applications procedure consisting of advertising in accordance with procedures set forth in IV below.

### III. Application Packet for Full-time Employment

#### A. Full-time Employment

The Personnel Office requires the following forms and information of applicants:

1. A completed college application (SCC-PFA1).
- \*2. A professional resume or curriculum vitae.
- \*3. Transcript(s) of the applicant's degree work and/or transcript(s) of work and/or transcript(s) of work attempted toward a degree.

\* 2 and 3 are not necessary for maintenance or housekeeping positions.

No application will be considered for employment unless (1) the application package is complete, or (2) the applicant provides acceptable reasons for the temporary waiver of transcripts and other required documentation. It is the responsibility of the applicant to ensure that all materials are forwarded and completed by the deadline. A temporary waiver may be obtained by providing acceptable reasons to the Personnel Office for the delay in forwarding transcripts and other required documentation. (Acceptable reasons may involve the late receipt of transcripts from a registrar.)

#### B. Part-time Employment

The college employs part-time staff and faculty to fill positions or to meet special needs. The time available for the review, screening, and interviewing of applicants for these positions has historically been limited. For this reason, the college attempts to maintain complete application packages for those individuals whose services may be needed within a reasonable period of time. The responsibility for the selection of all part-time staff and faculty in their respective area rests with the division head of these areas or their designee.

### IV. Advertising

Sampson Community College strives to provide uniform statewide notice of employment opportunities for full-time professional positions. This coverage, it is hoped, will achieve a balanced applicant pool representative of the labor pool

within North Carolina. The following procedures outline the college's advertising commitment to positions as noted in each category. (Special Note: All vacancy announcements will be sent via memoranda to division heads, the Personnel Committee and will be posted on bulletin boards designated for that purpose.) All full-time vacancies will be placed on the college's website at [www.sampsoncc.edu](http://www.sampsoncc.edu).

A. Media for advertising

1. Professional Full-time Positions

a. Newspapers

- (1) The news and Observer, Raleigh, North Carolina; 1 day (Sunday)
- (2) The Fayetteville Observer, Fayetteville, North Carolina; 1 day (Sunday)
- (3) The Challenger, Wilmington, North Carolina; in their weekly publication.
- (4) The Sampson Independent, Clinton, North Carolina; 1 day (Sunday).

b. North Carolina Community College System's Office of Personnel Services website ([www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us)).

c. Employment Security Commission of North Carolina.

d. Additional targeted advertisement will be conducted as deemed appropriate.

2. Office Personnel, Full-time Positions

a. The Sampson Independent, Clinton, North Carolina; 1 day

b. The Employment Security Commission.

c. Additional advertisement will be conducted as deemed appropriate.

3. Part-time Positions

(These positions will be advertised on an as needed basis.) Part-time vacancies will be placed on the college's website if requested by a senior administrator.

a. The Sampson Independent, Clinton, North Carolina; 1 day (Sunday)

b. The Fayetteville Observer, Fayetteville, North Carolina; 1 day (Sunday).

B. Additional Advertising Procedures for Professional Positions

Notice of Position vacancies which occur in professional positions will be forwarded to the Department of Community Colleges' Office of Personnel Services to be placed on their website.

C. Exigency Needs and Temporary Appointment

The replacement of staff and faculty members when adequate notice is not received presents exigency needs for the Personnel Office. Such instances may arise due to disability of an employee or other prevailing circumstances. If, in the opinion of the President, such an exigency need has arisen, the college will proceed to fill the position with temporary appointments with all due speed. Advertising requirements may be suspended or abbreviated due to institutional needs.

Temporary appointments are, on occasion, necessary to reduce staff work overload or address special assignments or tasks. In such instances, the President may extend a temporary offer of employment to an individual(s) without initiating any advertising or invoking any other policies or procedures within this manual. Such employment contracts may be extended for a period of one semester or until the special conditions necessitating the temporary hire have ended.

#### D. Length of Opening

The procedure listed in A through C outline the minimum advertisement for position vacancies. Senior administrators who desire further efforts should notify the Personnel Office as soon as possible. All professional positions will remain open until filled. On occasion it may be necessary to re-advertise the position due to a lack of an adequate application pool. Office personnel positions will remain open for two weeks (unless waived by the President.) Administrators who wish to extend this period should notify the Personnel Office of their intentions.

#### E. Use of an Applicant Pool for Multiple Positions

In the event two or more nonprofessional positions with similar or identical employment classifications are vacant simultaneously or consecutively within a six(6) month period, the college reserves the right to consider only those active applications filed within the past six(6) month period of employment. In the event the applicant pool fails to contain acceptable applicants, the position will be advertised. All selections from the applicant pool will be made in accordance with the remaining procedures set forth in the manual. Nothing in this policy will be construed to restrict the college to the existing applicant pool if a further search is deemed necessary.

#### F. Other Staffing Procedures

The Board of Trustees delegated authority to the President to be responsible for the administrative and instructional organization, and in developing the operations of the college, to include the formulation of duties and responsibilities of all personnel of the college, as referenced in the SCC Board Manual.

In some instances, due to retirement, resignation, dismissal, or other personnel related actions or needs, the President may consider reorganization as a means of filling vacant positions. This procedure may be used when it is considered by the President to be in the best interest of the college, and not just a particular division or department.

However, from time to time the Personnel Office, upon the request of the President, may seek to fill a vacant position through in-house advertisement to faculty/staff to determine if there is any interest in the position. The length of advertisement for this procedure may be from one to three days, except when extenuating circumstances exist which will not allow time for in-house advertisement.

The college may opt to change the employment status of part-time non-professional employees to full-time without advertising, when in the professional opinion of the President, after consultation with the appropriate supervisor(s); the part-time employee has done an exemplary job and has been trained for that particular position. This in no way precludes the college from seeking qualified applicants externally, if needed.

The goal of the college continues to be the promotion of qualified employees whenever vacancies occur, and to help ensure that qualified employees are given fair opportunities for upward mobility.

#### IV. Selection of Applicants

##### A. EEO/Affirmative Action Information

Applications that are completed in accordance with the above procedures by the published deadline will be compiled by the Personnel Office and presented to the Selection Committee. These applications will be void of EEO tear off which will be tabulated and filed in the Personnel Office before applications are reviewed. Applications should not leave the President's Division unless the Personnel Officer deems it to be necessary.

##### B. Selection Committee

The selection of an applicant for employment will be performed through committees consisting of senior administrator or their designee, and two or more staff members appointed by the President to include a minority and a female representative. The Chair will be appointed by the President. For first line administrative positions, a committee will consist of personnel as appointed by the President and chaired by designated staff or faculty member. If an applicant requests the committee member for a letter of reference or recommendation in obtaining employment in that position, then the committee members should not serve on the selection committee unless the member is a department head or immediate supervisor in their respective division.

Employees are ineligible to serve on selection committees if they are related to an applicant within a given applicant pool.

### C. Screening of Applicants

Selection committee members are required to screen the completed applications before initiating interviews. Selection committee members will rank the applicants and a significant segment of those meeting the qualifications will be interviewed. The committee and administration may choose to interview all applicants who meet the stated qualifications or they may choose to interview only those applicants placed in the top ranking of the applicant pool if there are an unusually large number of qualified applicants.

#### D. Interviews

The interview process is considered a critical part of the pre-employment process. The interview process should be a structured, orderly process through which the selection committee gains essential information concerning the applicant's ability to perform the job responsibilities as set forth in the vacancy announcement. It is extremely important that each applicant interviewed be administered questions which are identical in their nature, scope, and format. For this reason, the Selection Committee Chair will prepare a series of written questions for response by each applicant to be interviewed. Care should be taken to ensure that these questions are phrased in manner which is non-discriminatory. The Personnel Office will be consulted before the questions are administered to ensure that their working is acceptable. A copy of all interview questions is to be forwarded to the Personnel Office prior to interviews. Each member of the selection committee will be given a copy of then questions before each applicant is interviewed. (Special Note: Clerical applicants interviewed who have not successfully completed appropriate course work in office applications beyond high school may be required to complete appropriate clerical tests. Applicants for professional positions will be required to complete a writing sample.)

#### E. Rating Forms

Rating Forms (SCC-PFA11) should be used by the selection committee and should be completed before proceeding with the next interview. These forms should be signed by members of the selection committee and be returned to the Personnel Office upon completion of the hiring process.

#### F. Ranking of Applicants

Each member should rank the applicants in accordance with the responses to specific questions asked by the selection committee, rating forms, education, work experience and references. It is a prerogative of the selection committee or division head to refuse to recommend any of the applicants for employment, when in their opinion; the state of applicants fails to meet a predetermined level of competence or acceptability.

When such circumstances arise, the chair should immediately notify the Personnel Office and the President that the applicant pool fails to contain an acceptable applicant for employment in the position. Upon such notification, the Personnel Office will then reopen the position for further applications. The Vacancy Announcement Form originally utilized by the Personnel Office will be utilized reading "Search Reopened."

#### G. References by the Selection Committee Chair

Any individual applicant considered for final recommendation to the President shall have a minimum of two (2) reference calls or contacts with previous

employers or co-workers, solicited by the college with information from these contacts documented using SCC-PFA12. These forms and/or letters of reference should be forwarded to the Personnel Office with the order information as detailed in Section H below. All references should be shared with the committee members.

#### H. Recommendation for Employment

If in the opinion of the selection committee an applicant is the most qualified for the position, the Chair will then forward a recommendation and the rationale for the selection to the President utilizing SCC-PFA8. Two (2) letters of reference, SCC Form PFA9, or PFA12 should be on file before employment may be offered. In the selection of first line staff, the committee will submit the names of three unranked applicants for selection by the president

### VI. Offer of Employment

#### A. Interview with the President

All applicants recommended for employment will be interviewed by the President unless waived by him. The President may, at his discretion, interview other applicants and make a final selection subject to subparagraph B below.

B. If the President concurs, he may proceed in making a formal offer of employment.

#### C. Letter of Acceptance

All individuals seeking appointment must notify the President of their acceptance of the employment conditions by signing and returning the offer of employment.

### VII. Unsuccessful Applicants

Upon notification from the President's Office that employment has been accepted by an individual, the Personnel Office will notify each unsuccessful applicant that the position has been offered and accepted by another individual. Individuals who apply for another position during a one-year period will have their file reactivated but may complete a new Application for Employment (SCC PFA-1).

### VIII. Records Management

#### A. Privacy and Confidentiality of Records

Applicant data within the Personnel Office consigned to the divisional head is governed by state law as stated in the General Statutes of the state of North

Carolina, Chapter 126, Article 7, the privacy of state employee personnel records. The Personnel Office and all those interacting with it are required to operate within the guidelines established by this legislation. At no time will there be a public disclosure of any information in the personnel files which is protected from public disclosure by the General Statutes.

## B. Right to Inquiry: Remedies for Objectionable Material

All applicants for employment have the right to inspect their application file in its entirety with the exception of (1) letters of reference submitted prior to employment or (2) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. These files are open for inspection during normal working hours subject to the convenience of the Personnel Office.

Any applicant who objects to material in their file may place in their file a statement relating to the material they consider to be inaccurate or misleading. An applicant may seek the removal of the objectionable material through a written appeal to the president of the college.

## C. Retention of Records by the Personnel Office

### 1. Application Package

Complete application packages for employment will remain active for one (1) year and retained for (2) additional years from their submission date. These applications will be activated only when the Personnel Office is notified that the applicant desires to be considered for a particular position. All applicants requesting to reactivate an application package will be requested to complete a new standard college application. Applications will be destroyed after three (3) years.

The statistical tearoff accompanying the standard employment application will be removed from all application packages prior to their being forwarded to the selection committee for screening and selection. The Personnel Officer will place these tearoffs in an envelope by position. A full compilation of this data will be placed on the front of the envelope, sealed and the Personnel Officer's signature affixed. These envelopes will be retained by the Personnel Office for three (3) years.

## 2. Selection Committee Materials

Questions, rating forms, and other materials used during the selection process are to be returned to the Personnel Office. Furthermore, each committee member is requested to rate applicants using SCC-PFA11. Both the questions and the ratings forms should be returned to the Personnel Office. All materials will be retained for three (3) years.

## PERSONNEL FORMS

- SCC-PFA1 [Application for Employment](#)
- SCC-PFA4 [Request for Applications for Employment](#)
- SCC-PFA5 [Notice of Employment](#)
- SCC-PFA8 [Recommendation for Employment](#)
- SCC-PFA9 [References Form](#)
- SCC-PFA11 [Rating Form for Job Applicant](#)
- SCC-PFA12 [Phone Reference Form](#)
- SCC-PFA13 [Notification of Employment Opportunity to Personnel Office](#)