

## I. Purpose

This policy reaffirms the College's commitment and adherence to equal opportunity and diversity, equity and inclusion in the appointment to positions and/or hiring of our internal staff. It also enhances the College's flexibility to utilize the knowledge, skills and abilities of our current staff. This policy does not apply to changes in job duties of a given position.

## II. Scope

This policy applies to full-time and part-time regular and temporary positions with the following exception: In instances where positions are covered by a collective bargaining agreement (CBA) that contains terms and conditions in conflict with this policy, the CBA terms and conditions will control.

## III. General

### A. Definitions:

1. A **Regular** position or job assignment is one that is expected, although not guaranteed, to continue indefinitely.
2. A **Temporary** position or job assignment is one that has a definite end date. A temporary position may be converted to a regular position if the need for the position continues beyond three years.
3. An **Interim** job assignment is a temporary assignment to a Regular position.
4. **Reassignment/Transfer** is the assignment of a current employee to a different position based on qualifications, performance and institutional need.
5. **Promotion** is the assignment to a higher-salary position.

### B. Selection Process

1. A regular job assignment will be made through a competitive search process or through a reassignment/transfer. Transfers to regular positions will be limited to individuals in regular job assignments. A reassignment/transfer will occur only after giving consideration to all employees currently in regular job assignments that have relevant qualifications for the position. This language does not limit the right of the College to make unilateral transfers that are in the best interest of the College.
2. Temporary job assignments can be made through appointment, through a call for interest, or through a competitive search.

3. If a temporary job assignment is being converted to a regular job assignment, a competitive search will be conducted, with the following exceptions:
  - a. If an individual with a regular job assignment moves to a temporary position classified at the same level that eventually becomes a regular position, that individual may, at the discretion of College management, be assigned to the regular position.
  - b. An individual is placed into a temporary position through a competitive search and the position is later converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.

#### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or his/her designee.

Adopted: March 18, 2002

Reviewed: June 5, 2006

Revised: June 18, 2018