

POLICY TITLE: STAFFING POLICY

I. Purpose

This policy is intended to define how faculty and staff are categorized in and selected for regular and temporary positions and job assignments. It does not apply to changes in job duties of a given position. This policy continues to reaffirm the College's commitment and adherence to equal opportunity and affirmative action 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.

II. Scope

This policy applies to full-time regular and special assignment positions created and job assignments made after May 1, 2006.

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 function becomes institutionalized after three years.
3. An **Interim** job assignment is a temporary assignment to a regular position.
4. **Reassignment/Transfer:** Assignment of a current employee to a different position based on qualifications, performance and institutional need.
5. **Promotion:** Assignment is 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 will 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, although competitive searches must be initiated within one year of the appointment.
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 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 remains in the position for three years or more. If the position is converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.
 - c. An individual was appointed (without a competitive search) to a temporary position and has been in it for more than ten years. If the position is converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.

Examples:

1. A department chair is appointed "Director of the Mason Center", a new temporary position. After 10 months the College decides to make it a regular position. That individual may, at the discretion of College management, be assigned to the position without a competitive search. (See Section III.B.3.A.)
2. In 1985, a part-time counselor was assigned to a temporary, grant-funded full-time counselor position and is still in the position. At the end of the fiscal year, the position will be converted to a regular position. The incumbent may, at the discretion of College management, be assigned to the regular position without a competitive search. (See Section III.B.3.C.)
3. An individual has been working in a full-time regular administrative position. The College decides that this position should be a faculty position. The incumbent may, at the discretion of College management, be transferred to the faculty position after giving

consideration to all employees currently in regular job assignments who express interest in the position. (See Section III.B.1.)

Notes

As with competitive searches, the Office of Equal Opportunity and Diversity Programs, to assure that the College adhere to our policy of nondiscrimination and that the institution continues to make progress toward its goal of a diverse work force, will monitor all assignments and transfers.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.

Adopted: June 5, 2006