



ACCREDITATION EVIDENCE

Title: Policy 4120A Classification, Recruitment and Selection of Employees

Evidence Type: Clear

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Classification: Resource

PII: No

Redacted: No



Classification, Recruitment and Selection of Employees Policy 4120A

References: Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008.
Wyoming State Statute(s): § 27-4-301-§27-4-304; §27-5-101; §27-6-107; §27-7-101-§27-7-115; §27-9-101-§27-9-106.
Higher Learning Commission's Guideline for Determining Qualified Faculty.

The Board acknowledges the following classifications of Western Wyoming Community College (WWCC) employees and requires the College President to ensure procedures are established and adhered to that provide for standardized recruitment and selection processes specific to those classifications to comply with all Federal, state and accreditation agencies' laws and/or regulations.

CLASSIFICATIONS

This classification system shall be used to define the qualifications and responsibilities for each class.

- Professionals
 - Executive, Administrative, or Managerial
 - Faculty
 - Professional, Non-faculty
- Paraprofessionals
 - Clerical and secretarial
 - Technical and paraprofessional
 - Skilled craft
 - Service/maintenance

RECRUITMENT

Recruitment of applicants for a new or existing vacancy will be a planned and coordinated effort designed to encourage qualified persons to apply. All recruitment searches will be conducted in compliance with equal opportunity and non-discrimination laws. The President shall require that the supervisor provide a job description and require that all rules, regulations and laws be adhered to in the recruitment process.

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CRITERIA FOR SELECTION

The Board requires that WWCC fill all vacancies with the most suitably qualified candidates after a full and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall include, but not be limited to, the work history, attendance record, educational background, and aptitudes of the candidates.

Background Checks: The Board is committed to ensuring that the educational and support activities of the College are supported by qualified staff members and that the community is as safe as possible. The Board is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy and related procedures set forth the Board's directive for conducting pre-employment background checks for all staff positions.

Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military/veteran status, as prescribed by state and federal laws, regulations, and executive orders.

Adopted November 19, 1981

Revised March 13, 1986

Reformatted October 7, 1986

Reformatted February 2012

Joy/Kandy/Mark – You can edit the procedures for 4120A; 4210A; and 4210B to either be one separate procedure (put all three into one document that follows this document) or keep them as individual procedures. I did not edit those. I only edited the draft Faculty Qualifications Procedure that was sent earlier.