



## Personnel Policies and Procedures

### Hiring Policy and Procedures

Effective Date: July 1, 2009

Board Approval: June 9, 2009

Board Revision Approval: June 6, 2018

1. **Purpose** – To establish policy and responsibility for hiring employees of the Tooele Technical College (College).
2. **Definitions**
  - 2.1. **Hiring Authority** – The College President or Vice President who is authorized to hiring a new employee and has the responsibility to follow through on requirements in the hiring process.
3. **Policy**
  - 3.1. Employment decisions shall be based upon the needs of the institution and the person chosen during any personnel decision will be based upon qualifications, competence, and ability of the person to perform essential job functions.
  - 3.2. Tooele Technical College shall not discriminate against any employee or against any applicant for employment because of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or any other classification protected by law.
4. **Procedures**
  - 4.1. Hiring Decision
    - 4.1.1. When a current position becomes vacant, the Executive Administrative Team should consider if there is an opportunity to re-structure the position in order to gain institutional efficiency.
    - 4.1.2. The President makes the final decision regarding the addition of a new position. Should the new position be part of a new program, the Board of Directors would need to approve the program before the new position is hired.
    - 4.1.3. Request to Hire Form - A Request to Hire form is completed by the Hiring Authority and signed by the President for new positions prior to posting the opening.
  - 4.2. Advertising
    - 4.2.1. External postings will be advertised in a manner determined to be cost-effective and for a long enough duration to gather an acceptable pool of applicants.
    - 4.2.2. Generally, postings will be open until filled.
  - 4.3. Exceptions to Posting of Job Opportunities
    - 4.3.1. Transfer/Promotion – The President of the College has the authority to transfer qualified employees internally.
    - 4.3.2. The President may choose to promote a part-time employee to full-time if they determine it to be in the best interest of the College.
    - 4.3.3. Advertising may be limited to internal postings if there are sufficient qualified internal candidates to fill a position.

4.3.4. Special Skill Required - The advertising process may be suspended in special cases where a special skill is required.

4.3.5. The President may elect to return to a pool of applicants if the same job for which they had applied has become vacant.

#### 4.4. Screening Process

4.4.1. The Hiring Authority will lead an appropriate process to determine the most qualified pool of applicants in a manner which does not discriminate against a protected class.

#### 4.5. Interview Process

4.5.1. The Hiring Authority will lead the interview process in an appropriate manner to determine the most qualified candidate for the position which does not discriminate against a protected class.

4.5.2. Selection - The selection will be made by the Hiring Authority with input from the Interview Committee. Interview scores alone do not determine the final selection.

4.5.3. Compensation is set in accordance with the Salary and Compensation Administration Policy (To be developed. Until it is, the President will authorize a salary range for the Hiring Authority to use.)

4.6. The selection process must be documented in a hiring memo which reflects the salient details of the process and includes all applicable information used in the hiring process. The applicable documentation should be given to the Human Resource Officer for retention purposes

#### 4.7. Job Offer Letter

4.7.1. The job offer may be extended by the Hiring Authority as coordinated with the Human Resource Office. Prior to extending the job offer the Hiring Authority must review the proposed salary and benefits with Human Resource Officer and complete any required hiring documentation

4.7.2. The offer letter, which states the terms of employment, is completed by the Hiring Authority in coordination with the Human Resource Officer and signed by the President or his/her designee.

4.7.3. Non-selection notices are sent by the Human Resource Office within one week or as soon as practicable.

4.8. New Employee Packet and Checklist - A New Employee Packet and Checklist will be provided by the Human Resource Office. All forms in the new employee packet should be completed by the employee and returned to the Human Resource Office prior to beginning employment.