

## **DSCC Employment Policy**

### **I. Purpose**

Dyersburg State Community College is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law, and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963; as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto as indicated in Tennessee Board of Regents Policies 5:01:00:00 and 5:01:02:00 and Guideline P-010.

### **II. Scope**

Dyersburg State Community College employment procedures are designed to permit promotion from within whenever possible, assuming there are qualified employees available for promotion to a particular higher-level position. All regular positions will be filled according to this policy and procedure; but are subject to the discretion of the President. The authorization to establish positions, fill vacancies, and make appointments is subject to approval by the President.

### **III. Policy**

#### **1. Newly Created Positions and Existing Positions**

New positions to departmental budgets are proposed during the annual budget hearing process. When a department identifies the need for the addition of a regular full-time or regular part-time position, the position must be established within the authorized departmental and divisional budget and appropriate approvals including the Vice President's approval. Once the position has been approved, the position will then be posted in the online application system and advertised in accordance with the College's policy regarding recruitment and hiring.

Existing positions to which a vacancy occurs should be submitted for authorization through the online applicant system whereby the appropriate approvals are obtained. Upon final approval, the vacancy will then be posted online and advertised in accordance with the College's policy regarding recruitment and hiring.

#### **2. Recruitment Procedures**

The Office of Human Resources is responsible for the recruitment of all vacancies. Dyersburg State Community College will use recruitment avenues that ensure the process facilitates good faith efforts toward attainment of Affirmative Action goals and objectives set forth in Dyersburg State Community College's Affirmative Action Plan.

- A. All vacancies are to be posted within the online application system by the Department/Division Head and submitted for approvals per the guidelines specified in the Dyersburg State Community College Employment & Search Committee Procedure. All employment records will be maintained in the Office of Human Resources and retained according to Tennessee Board of Regents Policy 5:01:00:00 and Tennessee Board of Regents Policy 1:12:01:00, Records Retention and Disposal of Records.
- B. Once the required approvals have been obtained, The Office of Human Resources will place advertisements as appropriate utilizing the source suggestions from the Department/Division Head's information listed in the online application posting. The Office of Human Resources is responsible for recruitment advertising for vacant positions and for helping departments in identifying advertisement media sources. Recruitment advertisement is used to generate a diverse pool sufficient to generate as many qualified applicants as possible. The advertisement to fill a position should clearly state the position title, experience, educational, and other qualifications required. All advertisements will use the appropriate language and embody the College's position as an equal opportunity employer.

### 3. Request for Search Waiver

The established search procedures at Dyersburg State Community College for administrative/professional and faculty positions are designed to meet all applicable state and federal laws and regulations regarding equal employment opportunity. These procedures assist in ensuring a fair and equitable process that will strengthen the College's commitment to diversity and inclusion. Deviations from these procedures should be rare. There are special situations which dictate an appointment rather than to conduct a search to fill a position. Exceptions to these procedures will be made upon the request of the appropriate Vice President or President. Each request will be reviewed by the Director of Human Resources and requires the approval of the President. Specific instances under which a waiver may be considered are noted in the Dyersburg State Community College Employment & Search Committee Procedure.

### 4. Application Procedures

The Office of Human Resources has initiated an online application system. Within this system all application materials and statistical data will be retained. A preliminary review of applications will be completed by Human Resources to ensure that each applicant meets the minimum qualifications for the position and to assist in the identification of minority applicants prior to release for review by the search committee. The online application system has automatic notifications to all applicants appropriate to the current status of their application, the search status, and that the position has been filled. Guidelines are specified in the Dyersburg State Community College Employment & Search Committee Procedure.

### 5. Selection Procedures

Selection of candidates for the position should not take place prior to the announced deadline or initial review date. Candidates must be selected on the basis of the qualifications for the positions as described in the online applicant system and in the job description and other qualities associated with the effective execution of the job. As indicated in the Dyersburg State Community College Employment & Search Committee Procedure, the Search Committee Chair is responsible for upholding the selection procedures and updating the online application system as to the current status of each applicant and the search committee.

- A. For positions requiring prior approval for on-campus interviews, no invitation to interview can be extended until Tennessee Board of Regents Form A-1, has been submitted by the Office of Human Resources and actually signed by the Vice Chancellor or his/her designee as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010.
- B. When an applicant travels more than 300 miles roundtrip for an interview as a result of a national search, the College will follow travel policies to reimburse the applicant. Reimbursement typically allows the lesser of mileage, at the rate approved by the State of Tennessee for employee travel, or airfare. Reimbursement is based on budget availability. Therefore, these travel arrangements should be made in conjunction with Human Resources.

#### 6. Reference Checks

As outlined in the Dyersburg State Community College Employment & Search Committee Procedure, a minimum of three (3) professional reference checks are to be conducted prior to recommendation for hire. In addition, the Department/Division Head may request letters of recommendation.

#### 7. Employment Offer

The President must grant approval before the Director of Human Resources or her designee can make a tentative offer to the final candidate. No offer of employment can be made for positions requiring the Chancellor's approval until the required Tennessee Board of Regents appointment form, Tennessee Board of Regents Form A-2, has been submitted by the Office of Human Resources and actually signed by the Chancellor or his/her designee and the monitor, where required as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010. All offers become official with final approval by the President and/or Chancellor.

#### 8. Procedure for Hiring Temporary Employees

While temporary positions, staff, faculty and adjunct are not subject to the search committee process, vacancies must be posted within the online application system and Department/Division Heads are responsible for ensuring that all appointments are based on job related factors assessed through a competitive, fair, and open process. The specific role/responsibilities of the Department/Division Head are outlined in the Dyersburg State Community College Employment & Search Committee Procedure.

An employee who has worked as temporary staff for the maximum time of one (1) calendar year must be completely separated and off the payroll for fourteen (14) calendar days before becoming eligible for re-employment in a temporary position pursuant to Tennessee Board of Regents Policy 5:01:01:00. Temporary faculty and adjunct employees are employed subject to Tennessee Board of Regents Policy 5:02:07:00.

#### 9. Promotion/Transfer Procedure for Regular Classified Employees

The purpose of the promotion/transfer is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified Dyersburg State Community College support staff. The policy is designed to provide equal employment opportunity to all support staff, support career advancement of Dyersburg State Community College's employees, provide effective placement of employees, and assure

compliance with the Dyersburg State Community College's Affirmative Action Program. The primary objective is the selection of applicants that meet the minimum qualification as indicated in the online posting and reflected in the job description for each position opening. Selection shall be based upon job-related factors which shall include, but are not limited to, relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities.

#### A. Internal Promotions

Dyersburg State Community College permits the internal promotion of its employees to other positions for which they are qualified. In order to be considered for a promotion, reclassification, or job transfer the employee must have been in good standing the past year of employment. That means no performance improvement plan (PIP) or employee discipline would have been in place during the last year. The standard procedures for posting a vacancy on the online application system are the same for those positions advertised externally. However, the advertisement is designated for Dyersburg State Community College in the "Position Announcement" or limited to the posting of the position vacancy in an area frequented by all employees within the department. This notice must include identification of the position title, required and preferred qualifications, and deadline for submission of a written application to the Office of Human Resources.

All regular full-time and regular part-time position openings will be made available for promotional purposes to qualified employees within the department.

#### B. Transfers

Dyersburg State Community College permits the selections of "transfers" for positions within the College when the current employee has given valuable service to the College and possesses the necessary qualifications for the new position.

In order to be considered for a promotion, reclassification, or job transfer the employee must have been in good standing the past year of employment. That means no performance improvement plan (PIP) or employee discipline would have been in place during the last year.

All current employees seeking another position within Dyersburg State Community College must create an application via the online application system.

When an employee is transferred, a two (2) weeks' notice is normally expected. However, special accommodations can be made at the discretion of the department to allow the employee to begin their new position prior to that date.

A position opening may be filled by the transfer of an employee from one department to another department under the following conditions:

- 1) Employees may be considered for a transfer after completing six (6) months in their present position to a position outside their division. It is

recommended that an employee complete a new hire probationary period before applying for another position within their division.

- 2) Although permission to transfer is not required after six (6) months of service, the employee should give the present supervisor two (2) weeks' notice.
- 3) The employee meets and/or exceeds the minimum qualifications for the position.
- 4) No increase in pay is awarded at the time of transfer if it is to a position with the same job title or salary range.
- 5) Transferred employees are subject to a new probationary period of six (6) months.

#### 10. Probationary Period

All new employees will serve a probationary period of six (6) months before being considered regular employees. This period will be used for training and evaluation of the employee to establish that the employee has the ability and qualifications to justify classification as a regular employee and continued employment. Department heads will closely observe the employee's work, secure the most effective adjustment of the new employee to this position, and recommend termination of any employee whose performance does not meet required standards. An evaluation will be completed at the conclusion the six (6) month probationary period on each new employee.

### IV. Compliance

All administrative staff responsible for writing and maintaining DSCC policies must adhere to this policy. Persons found to be in violation of this policy will have their names reported to the President of the college.

TBR Sources: 5:01:00:00; 5:01:02:00; 5:02:07:00; 1:12:01:00; and P-010.

### V. Definitions

None

### VI. Revision History

Written by: Director of Human Resources February 2022.

DSCC Source: Approved by Administrative Council April 28, 2022. Revisions reviewed and approved by Administrative Council on March 21, 2024.