

## **05-01-02 Employment**

### **PURPOSE**

The purpose of this policy is to establish the methods by which Nashville State Community College (“the College”) will fill job vacancies. The College is committed to providing educational and employment opportunities 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.

While the College endeavors to fill all job vacancies pursuant to this policy all authorizations to create new positions, conduct job searches, make job offers and appointments or permit exceptions are subject to the discretion and approval of the President. The Office of Human Resources may, at its discretion, develop internal procedures to carry out the provisions of this policy.

### **POLICY/GUIDELINE**

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

- A. All proposals to create new regular full-time or regular part-time positions must be presented during the annual budget cycle. Once appropriate approvals are obtained, including the approval of the President’s Cabinet if required, the position will be added to the authorized departmental and divisional budget, and the hiring authority shall contact the Office of Human Resources to initiate a search.
- B. When a vacancy occurs in an existing position, the hiring authority shall contact the Office of Human Resources to initiate a search.

#### **II. Recruiting Procedures**

- A. The Office of Human Resources is responsible for all recruiting efforts to fill the College’s job vacancies. Nashville State Community College will use recruiting strategies and best practices that ensure the process facilitates both good faith efforts toward attaining any

Affirmative Action goals and objectives set forth in the College's Affirmative Action Plan and a fair, equitable and non-discriminatory search and selection process.

- B. All job vacancies must be posted via the College's online job application system upon approval by designated authorities.
- C. External advertising is used to generate a diverse pool of applicants of sufficient number to ensure as many qualified candidates as possible. With input from the hiring authority, the Office of Human Resources will determine the appropriate outlets in which to advertise each job vacancy. Job ads will include, at a minimum, the position title, required experience, educational credentials and other qualifications necessary to meet the minimum job requirements. All advertising will include the College's non-discrimination statement and commitment to being an equal opportunity employer.

### III. **Request for Exception/Search Waiver**

- A. The established search practices of the College are designed to meet all applicable federal and state laws regarding equal employment opportunity. They are further designed to support a fair and equitable recruitment process that upholds the College's commitment to diversity and inclusion.

With appropriate justification and in narrowly limited circumstances, however, exceptions may be granted upon request, subject to review and approval by the Office of Human Resources and the President.

### IV. **Application Procedures**

- A. All persons interested in employment at the College, must apply for the position being sought through the College's online job applicant system. The applicant must provide responses in all required fields on the electronic application and upload all required documents for the application to be considered complete. No other applications for employment will be accepted.
- B. Once an application is submitted, the Office of Human Resources will move the applicant into the appropriate job applicant pool within the system, and the hiring authority and search committee will be notified that an application is available for review. Applicants will receive automated notifications through the job applicant system regarding the status of the position/their application as the search progresses and concludes.

**V. Selecting Applicants for Interview**

- A. All applicants selected for interview must meet the minimum job qualifications outlined in the job description and the posting in the online applicant system. No applicant should be interviewed, internal or external, who fails to meet all posted minimum job qualifications. No applicant should be scheduled for interview or interviewed before the minimum period for posting the job expires.
- B. For positions that require the System Office to approve the panel of applicants selected for interview, no invitation for interview can be extended until the Office of Human Resources submits TBR Form A-1 to the system office and receives a signed authorization from the appropriate authority, pursuant to TBR Policy 5.01.00.00 and Guideline P-010.
- C. When an applicant travels more than 300 miles roundtrip for an interview as a result of a national search, the College will reimburse mileage at the rate approved by the State of Tennessee for employee travel. For applicants traveling from outside of the middle Tennessee area airfare and one night's lodging may be reimbursed at the discretion of the applicable vice president. Additionally, the College will reimburse rental car expenses if the College determines a rental car is necessary. All travel arrangements should be initiated by the hiring authority in accordance with the College's travel policy.

**VI. Reference Checks**

- A. A minimum of three (3) professional reference verifications must to be conducted for every final candidate prior to making a recommendation for hire. In addition, the hiring authority may ask the candidate to provide letters of recommendation to supplement the professional reference verifications.

**VII. Employment Offer**

- A. No offer of employment shall be made until the President approves the recommendation to hire. The Office of Human Resources, or its designee, is responsible for extending all offers of employment. Offers of employment may be conditional upon the College receiving a favorable background check, pursuant to the College's current policy on background checks.
- B. For positions that require the Chancellor's approval, no offer of employment is permitted until the Office of Human Resources submits the applicable TBR appointment form and TBR Form A-2 to the system office and receives a signed authorization from

the Chancellor, or designee, and any other required signing authority, pursuant to TBR Policy 5.01.00.00 and Guideline P-010.

**VIII. Procedure for Hiring Temporary Employees**

- A. While temporary positions will not be subject to the full search committee process, all vacancies must be posted online via the College's online job application system, and all applicants must be properly vetted.
- B. An employee who has held a temporary staff position for the maximum period of one (1) calendar year must be officially separated from the College for a minimum period of fourteen (14) calendar days before becoming eligible for re-employment in a temporary staff position pursuant to Tennessee Board of Regents Policy 5.01.01.00.
- C. Temporary faculty and adjunct faculty are employed subject to Tennessee Board of Regents Policy 5.02.07.00.

**IX. Internal Promotion**

- A. *Staff.* A direct appointment is permitted without a search if the position is a direct line promotion and is the expected next level for an internal candidate who is uniquely qualified. Any such promotion shall leave a position vacant for which an external search must occur. In order for a direct line promotion to be considered, the hiring authority must first submit a request for exception/search waiver to the Office of Human Resources, subject to review and approval by both HR and the President, before the promotion may occur.
- B. *Faculty.* The promotion of faculty shall be subject to TBR Policy 5.02.02.30, Faculty Promotion at Community Colleges.

**X. Transfers**

- A. A job vacancy may be filled by the transfer of an employee from one position to another when the transfer is considered a lateral move. A lateral transfer is defined as the assumption of duties of another position at the same level. The following criteria/stipulations shall also apply:
  - 1. The hiring authority shall first consult with the Office of Human Resources before a transfer occurs or any other employment action is taken.

2. The employee must meet the minimum qualifications for the new position.
3. The transfer must be consistent with the College's non-discrimination and Affirmative Action Plan.
4. The employee must have successfully completed his/her initial six-month probationary period and have a satisfactory work history with the College, including favorable performance evaluations and discipline record.
5. If the transfer is into a position in another department, the employee must give the current supervisor a minimum notice of two (2) weeks.
6. No increase in compensation shall occur.
7. Transferred employees shall be subject to a new six-month probationary period.
8. Any job vacancy created as a result of the transfer shall be subject to the College's external recruiting and selection procedures if the vacant position is to be filled.

**XI. New Hire Probationary Period**

- A. All new employees will serve a probationary period of not less than six (6) months. This period will be used for training and evaluation of the employee to determine whether or not the employee has the skills, abilities and knowledge to fulfill the job expectations of the acquired position. The supervisor will complete an evaluation at the conclusion the six (6) month probationary period on each new employee, at which time a recommendation should be made following consultation with the Office of Human Resources to grant regular appointment, extend the probationary period or terminate employment. If a recommendation to extend the probationary period is made, and subsequently approved, the supervisor should, in most cases, initiate a performance improvement plan (PIP) at the direction of, and in consultation with, the Office of Human Resources.

**XII. Appointment Letters, Employment Contracts and Personnel Records**

- A. The Office of Human Resources will initiate all appointment letters and contracts for employment at hire and any other subsequent appointment letters or contracts necessitated by a change in an employee's employment or status at the College. All personnel/employment records will be maintained in the Office of Human Resources and retained according to Tennessee Board of Regents Policy 5.01.00.00, General Personnel Policy, and Tennessee Board of Regents Policy 1.12.01.00, Records Retention and Disposal of Records.

**SOURCES**

[TBR Policy 5.01.01.00 Employment Classification](#)

**RELATED POLICIES**

[TBR Policy 1.12.01.00 Records Retention and Disposal of Records](#)

[TBR Policy 5.02.02.30 Faculty Promotion at Community Colleges](#)

[TBR Policy 5.02.07.00 Faculty Appointments at Community Colleges](#)

[TBR Guideline P-010 Personnel Transactions and Recommended Forms](#)

Nashville State Policy 02-07-00 Faculty Promotion

*Approved by NSCC Cabinet 9/16/20*