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SECTION: Human Resources

POLICY TOPIC: Requirements and Hiring

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I. Quality of Personnel

The quality of any educational institution's program is dependent on the skills, commitment, and enthusiasm of its employees. The College seeks to employ only the most outstanding personnel available. In return, the College expects all of its employees to accept and support the institution's mission and strategic goals. All employees are expected to be aware of and adhere to the policies, procedures, and programs of the College; to devote their professional services and individual skills to the realization of the institution's objectives; and to discharge their duties in such a manner as to reflect credit upon the College.

II. Qualifications

No person shall be eligible for employment by the College in any position for which the person is not qualified by criteria of uniformly applied standards, nor shall a person be eligible who does not otherwise meet the job requirements of the position as prescribed by these policies or other administrative provision.

III. Equal Opportunity

San Juan College shall comply with existing federal and state laws and regulations in all its personnel actions.

It is the policy of the College to provide for equal opportunity in recruitment, employment, compensation, benefits, transfers, layoffs, returns, institutionally sponsored education, training, tuition assistance, social and recreational programs, staff development opportunities and advancement, and all other personnel practices without regard to race, color, religion, sex, national origin, physical and mental disability, age, genetics, sexual orientation, gender identity, or veteran's status.

IV. Employee Categories

The College President will establish appropriate employee categories in conforming with the Fair Labor Standards Act.

V. Family Members - Nepotism Policy

Two or more members of the same immediate family may not be employed as regular employees by the College in a supervisory/subordinate relationship or below the same lines of authority.

Temporary Employees and Adjunct Faculty:

Temporary employees and adjunct faculty of the same immediate family may be employed under the same lines of authority, but may not be employed in a supervisory/subordinate relationship.

The Board may approve exceptions to this policy in special circumstances. For purposes of this section, a member of the immediate family shall include the following relationships: spouse, significant other, parent, child, brother, sister, aunt, uncle, father- or mother-in-law, or brother- or sister-in-law.

VI. Criminal Background Checks

In order to maintain a safe and productive educational environment, the Board authorizes the President to develop and implement policies and procedures to conduct criminal background investigations prior to final appointment, hiring, or promotion decisions for certain relevant job categories.