

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 philosophy and purposes. Specifically, 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 its personnel actions, including the Civil Rights Act of 1964 and 1990; Executive Order 11246; Section 504 of the 1973 Rehabilitation Act; the Age Discrimination Act of 1967; the Americans with Disability Act of 1990; and the Vietnam Era Veteran's Readjustment Act of 1974 where applicable.

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, national origin, ancestry, sex, disability, age, sexual orientation or veteran's status.

IV. Employee Categories

Fair Labor Standards Act (FLSA) terminology is applied throughout this section of Policy to describe employee categories. The terminology contained herein shall not be construed to have any meaning for the purpose of determining appropriate bargaining units.

- A. Exempt: The FLSA term used to designate employees who meet the criteria of executive administrative, or professional positions. Such an employee is exempt from overtime.
1. Executive/Administrative: An employee who must spend more than fifty (50) percent of his/her time in management of an organized department or subdivision thereof and performing office or non-manual work relating to management policies or functions directly related to academic instruction or training.
  2. Professional/Faculty: An employee who must spend more than fifty (50) percent of his/her time in scientific or specialized study, or in performing original and creative work, or in instruction.
  3. Supervisor: An employee who devotes a substantial amount of work to supervisory duties and who customarily directs the work of two or more other employees.
- B. Non-exempt (Support Staff): The FLSA term used to designate employees who are eligible and will receive compensatory time for all work performed in excess of forty hours in any designated work week.
- C. Regular: A regular employee is hired to fill an established budgeted position. Once employed, the employee is eligible to participate in the insurance benefit package, to earn annual vacation and sick leave, to contribute to Social Security and into the Educational Retirement Funds and to benefit from all rights described in the Professional, Faculty and Support Staff Handbook.
- D. Conditional: Employees hired into positions created within a fiscal year but outside of the budget approval process to address an unplanned, immediate, or critical organizational need. Employment is limited to one fiscal year period and employees, if employed over 20 hours a week and for longer than six (6) months, are eligible for health, life, dental, long-term disability insurance or leave benefits.

- E. Temporary: Employees hired into temporary positions are limited to six months from the date of hire, but may be rehired under the same conditions at any time thereafter. Temporary employees are not eligible for health, life, dental, long-term disability insurance or leave benefits except as required by law. This category includes adjunct faculty and seasonal or emergency workers.

IV. Family Members - Nepotism Policy

Two or more members of the same immediate family may not be employed by the College in a supervisory/subordinate relationship or below the same lines of authority. Employment of persons of the same family relationships, inclusive of significant others, will not be encouraged within College departments or divisions even if the employment relationship is not of the supervisory/ subordinate nature. 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, father or mother-in-law, or brother or sister-in-law.

V. 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 job categories.