

# COMMUNITY COLLEGE OF VERMONT

## STAFF HIRING POLICY

*See also:*  
*Non-Discrimination*  
*VSC Personnel Handbook*

January 20, 2000

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Page 1 of 2

### POLICY

The President of the Community College of Vermont (CCV) determines when new positions are added to the organization; when and if vacancies will be filled; what the educational and experiential requirements for all positions are; and the recruitment and selection strategies for new positions. CCV complies with all applicable Vermont State College System policies in its hiring practices.

The President or their designee has the final authority to offer position(s) to qualified candidate(s). These procedures apply to regular, full- and part-time staff positions.

Temporary work agreements may be established with Regional Director/Dean approval, provided that the funds for the temporary worker do not exceed budgeted amounts. Temporary work agreements should not exceed one year. Extensions beyond the initial year require written approval from the President.

The Community College of Vermont embraces diversity and inclusion, and provides welcoming, safe, and supportive learning and working environments. CCV seeks to hire candidates who will support and advance these principles.

### PROCEDURES

1. The staff supervisor completes a position requisition form.
2. The position requisition form is routed to the President through the Regional Director/Dean and the Dean of Administration, with copy to the Executive Director of Human Resources, Diversity, Equity, and Inclusion.
3. Following the President's approval, the office of human resources works with the supervisor to prepare and post the job announcement in accordance with VSC policies. Positions may be posted internally or externally or both.

4. Human resources determines the classification and range of compensation for the position being filled. The President may choose to make temporary, acting, or interim appointment(s) without competition if the needs of the college so dictate. For the purposes of this policy, acting appointments are short-term appointments of no less than one month and no longer than six months; appointees will return to their old position and responsibilities at the end of the period. Interim appointments are indefinite or long-term appointments of no less than six months; appointees may return to their regular position or an equivalent position. Interim appointments may become permanent upon a failed search.
5. The staff supervisor and/or Regional Director/Dean consults with human resources about the search. Human resources provides guidance and information to the search committee throughout the search.
6. The search committee develops a timeline for the recruitment, review and assess applications, and conduct interviews of qualified candidates. Depending on the nature of the position being filled, some candidate(s) may be interviewed by additional college personnel, who will provide their feedback to the chair of the search committee.
7. The chair of the search committee will make a hiring recommendation to the President.
8. If the President approves an offer for employment, the chair of the search committee or designee(s) will conduct reference checks. The President decides whether to extend a verbal offer.
9. If the verbal offer is agreeable to the candidate, human resources will create an employment contract to be sent to the applicant. All offers are contingent upon successful reference and background checks.
10. Temporary Work Agreements: The president, or their designee, decides when temporary positions will be posted and filled, in accordance with this policy. Human resources must be consulted before establishing rate of pay. The above procedures may be used when it serves the needs of the college. All temporary contracts must stipulate the following:
  - a. rate of pay;
  - b. length of contract;
  - c. conditions of employment.