

I. Purpose

To ensure adherence to equal opportunity, diversity, equity, and inclusion in the appointment to positions and/or hiring of staff. To enhance the College's flexibility to utilize the knowledge, skills, and abilities of current staff.

II. Scope

This policy applies to full-time and part-time regular and temporary positions with the following exception: In instances where positions are covered by a collective bargaining agreement (CBA) that contains terms and conditions in conflict with this policy, the CBA terms and conditions will control. This policy does not apply to changes in job duties of a given position.

III. General

A. Definitions:

1. A **Regular** position or job assignment is expected, although not guaranteed, to continue indefinitely.
2. A **Temporary** position or job assignment has a definite end date. A temporary position may be converted to a regular position if the need for the position continues beyond three years.
3. An **Interim** job assignment is a temporary assignment to a regular position.
1. **Reassignment/Transfer** is the assignment of a current employee to a different position based on qualifications, performance, and institutional needs.
2. **Promotion** is the assignment to a higher-salary position.

B. Selection Process

1. A regular job assignment will be made through a competitive search process or a reassignment/transfer. Transfers to regular positions will be limited to individuals in regular job assignments. A reassignment/transfer will occur only after considering all employees currently in regular job assignments that have relevant qualifications for the position and have expressed

interest in the position. This language does not limit the right of the College to make unilateral transfers that are in the best interest of the College.

2. Temporary job assignments can be made through appointment, through a call for interest, or a competitive search.
3. If a temporary job assignment is being converted to a regular job assignment, a competitive search will be conducted, with the following exceptions:
 - a. If an individual with a regular job assignment moves to a temporary position classified at the same level that eventually becomes a regular position, that individual may, at the discretion of College management, be assigned to the regular position.
 - b. An individual is placed into a temporary position through a competitive search and the position is later converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or designee.

Adopted: March 18, 2002

Reviewed: June 5, 2006

Revised: June 18, 2018, 01/24/2022