

POLICY

All persons hired for employment by the College shall be processed through the Human Resources office in accordance with the official policies and procedures established by the College.

Persons applying for a position for which a college or university credential is required must have earned that credential at a regionally accredited institution or its equivalent.

Applicants who have a legitimate credential from any institution which is not part of the U. S. regional accreditation system will be evaluated on a case by case basis related to appropriate course work and research scholarship required for the degree.

No applicant will be hired who has obtained and used as a valid credential any degree not recognized by accredited higher education institutions because it was obtained through a so-called "diploma mill."

An employee may be terminated for failure to disclose on the OCC employment application any "diploma mill" degree obtained.

ADOPTED: August 14, 1978

Revised: February 28, 2000

Revised: November 3, 2008

PROCEDURE

Purpose: To provide an orderly and standardized procedure for the official placement on employment rolls of all persons hired by the College. Every aspect of the recruitment/selection process shall be undertaken in a manner which complies with and is guided by the College's official Affirmative Action Program.

I. PERSONNEL REQUISITION

A Personnel Requisition Form must be completed by the requesting department and processed through the Vice President of Business & Financial Affairs for budgetary approval to initiate the recruitment/hiring process to fill a new or vacant position. No recruitment activity will be undertaken by the Office of Human Resources until the Personnel Requisition Form has been approved through the appropriate channels.

II. RECRUITMENT

- A. Advertisement: The advertising of all vacancies will be undertaken by the Office of Human Resources.
1. No advertisement of a vacancy for an existing position will be undertaken until the original copy of the written resignation/letter of intent to retire from the incumbent has been received by the Office of Human Resources, or if termination is other than resignation/retirement, the final termination action has been approved by the President and Board of Trustees.
 2. The supervisor of the vacant position shall provide to the Office of Human Resources, in writing, all essential information necessary for the recruitment process in a timely manner. Every effort should be made by the department supervisor to have a fully developed, current, valid position description approved prior to advertising.
 3. The Office of Human Resources is responsible for the internal and external advertising of all vacancies. Vacancies shall be announced to current employees and outside sources at the same time. Special effort recruitment action to include advertising to minority contacts and agencies, the handicapped, and other protected classes under the law shall be undertaken by the Office of Human Resources. All advertising of vacancies shall conform to legal requirements, and be undertaken so as to make the position known among all segments of the population. Human Resources will also screen its existing files of relevant applications for any current vacancy.
 4. All employment applications/resumes/letters of inquiry received, whether solicited or unsolicited, will be acknowledged by the Office of Human Resources.

III. EVALUATION AND SELECTION

- A. Decisions to employ will be reviewed and are subject to the approval of the College's, Affirmative Action Compliance Officer prior to submission to the President for review and approval.
- B. The Recruitment and Selection Report must be comprehensively completed and included in the permanent record for each hiring action.
- C. The Personnel Appointment Recommendation Checklist will be completed and used in every instance of recommended employment for Professional, Administrative, and Full- and Part-Time Faculty positions.
- D. When persons are employed into positions salaried from other than College-budgeted position, The Vice President of Business & Financial Affairs will require the employing department supervisor to note on the Personnel Appointment Recommendation Checklist the source and duration of the funding. If the source is a grant, the information must be verified by the Director of Development prior to action by the Vice President of Business & Financial Affairs.
- E. Final approval authority for all employment actions is vested in the Board of Trustees.
 - 1. Except in emergency situations as authorized by the President, new hires shall be submitted for approval to the full Board prior to the individual's start of employment.
 - 2. Payment of salary earned will be withheld until the full Board has authorized employment, except in emergency hiring situations.
 - 3. The credentials and/or appointment documents of Interns or Volunteers working on campus must be approved/acknowledged by the President and Board of Trustees. Documentation should be submitted to the Office of Human Resources for review and submission to the President and/or Board for approval prior to utilizing the individual.

ADOPTED: August 14, 1978
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