

## 13.2.1 EMPLOYMENT POLICIES [Faculty and Staff]

March, 1990; Rev/April, 1997; Rev/August, 2000; Rev/March, 2004 (Effective March 10, 2004)

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### 13.2.1.1. GENERAL PROCEDURES

1. Snow College shall recruit applicants from as broad a base as possible and employ from a pool of qualified applicants in accordance with the Snow College Affirmative Action Policy (13.1.2.) legislative enactments including the Snow College Nepotism Policy (13.2.6), Board of Trustees policies, and the Federal Equal Employment Opportunity Act.

2. Internal Posting: (See also Policy #13.2.10 - Promotions and Transfers) For positions extending six months or more, the College President may conduct an internal search. Such openings shall be posted for a period of five working days. If the position is not filled from candidates in the internal search, an external search may be initiated. Internal and External posting may be done simultaneously.

#### 13.2.1.1.1. APPOINTMENTS (Faculty and Staff)

Appointments will be for faculty and staff employed on an annual basis of 75 percent time or more with eligibility for benefits. All appointments will be conducted in accordance with the hiring procedures established by this policy unless otherwise appointed by the President. The President in his/her discretion can internally reassign personnel without the necessity of going through the hiring procedures established by this policy.

##### 13.2.1.1.1.1. FACULTY APPOINTMENT

1. Faculty appointments will be initiated through an identification of need and appropriate approval on the "Position Announcement Request and Official Approval Form."
2. Upon approval of the President, a search committee will be convened to finalize the job position announcement, the broadness of posting, and the screening criteria.
3. External Posting: Faculty positions will be posted at least 30 calendar days. Under extenuating circumstances, the President may authorize a shorter search period.
4. Faculty applicants will be required to submit a "Faculty Application Form," a resume/vitae, a letter of application, and may be asked to submit letters of recommendation or list of references and copies of transcripts. Other materials may also be requested at the discretion of the search committee.
5. Faculty search committees will be responsible for selecting applicants to be interviewed, for interviewing, and for recommending to the Vice President of Academic Affairs and the President the final candidate(s) for appointment.
6. Upon the President's approval of the successful candidate, the search committee chair will submit a completed "Salary Offer Checklist" before making an official candidate for signature and acceptance of the offer.
8. Employment notification will be coordinated through the Human Resource Office.
9. The search committee members must return all application forms and rating sheets to the Human Resource Office immediately following the completion of the search process.

##### 13.2.1.1.1.2 STAFF APPOINTMENT

1. Staff appointments will be initiated through an identification of need and appropriate approval on the "Position Announcement Request and Official Approval Form."
2. Upon approval of the President, a search committee will be convened to finalize the job position announcement, the broadness of posting, and the screening criteria.

3. External Posting: Non-exempt staff positions will be posted at least 15 calendar days and 30 calendar days for Exempt positions. Under extenuating circumstances, the President may authorize a shorter search period.
4. Staff applicants will be required to submit a "Staff Application Form," a resume/vitae, a letter of application, and may be asked to submit letters of recommendation or a list of references and copies of transcripts. Other materials may also be requested at the discretion of the search committee.
5. Staff search committees will be responsible for selecting applicants to be interviewed, for interviewing, and for recommending to the President the final candidate(s) for appointment.
6. Upon the President's approval of the successful candidate, the search committee chair will submit a completed "Salary Offer Checklist" before making an official offer of employment to the candidate.
7. The Human Resource Office will generate and deliver the official appointment including a "Memo of Understanding at Time of Hire" if required to the candidate for signature and acceptance of the offer.
8. Notification of employment will be coordinated through the Human Resource Office.
9. The search committee members must return all application forms and rating sheets to the appropriate Human Resource Office immediately following the completion of the search process.

### 13.2.1.2. SELECTION OF OTHER EMPLOYEES

#### 13.2.1.2.1. PART-TIME SELECTION

##### Part-Time Staff Employees

Part-time Staff employees are hired at less than 75% time annually but retained 6 months or more as a part-time employee and are not eligible for benefits.

##### Part-Time Adjunct Faculty

Part-time Adjunct Faculty assignments are made each semester/term with a signed "Snow College Semester/Term Adjunct Teaching Agreement" and then processed through a "payroll action form" with no continuation of employment beyond the particular semester/term assigned. The College shall not offer nor shall the Adjunct Faculty member accept any teaching assignment(s) which exceeds 22.4 credit hour equivalencies per academic year in any combination of divisions, campuses, distance education, locations, or other assignments paid by the College. Exceptions can be made in urgent circumstances and must be in the best interest of the College as approved by the President before the start of the semester/term. They should not teach more than 11 credit hour equivalents during the summer semester/term unless approved in advance by the President. Each credit hour has the equivalent of 37.5 regular hours; therefore a part-time employee that also works as an Adjunct must consider total hours worked. The part-time staff/faculty time must be coordinated with all other employment at the College to reflect less than 75% time.

##### Temporary

Temporary employees work less than 6 months, with breaks in employment of at least three months or more, and are not eligible for benefits.

##### General

1. Selection of part-time adjunct faculty and part-time staff will be handled by the Human Resource Office consistent with the "Hiring Procedures" outlined above for appointed faculty and staff or with the needs of the hiring department.
2. Upon the appropriate Vice President's or designee's approval of the successful candidate, the Human Resource Office will approve the Payroll Action Form.
3. If requested by the appropriate Vice President or designee and/or Supervisor, a "Memo of Understanding at Time of Hire" will be prepared and delivered to the part-time employee.
4. Part-time adjunct faculty and part-time staff hired using the "Hiring Procedures" established by these policies may have their position expanded to full time if recommended by the hiring department with the approval of the President.

#### 13.2.1.2.2 PART-TIME STUDENT SELECTION

Part-time students work less than 20 hours a week.

1. All requests for temporary and part-time student employees will follow the procedures of the Financial Aid Office and the Nepotism Policy of the College.
2. Upon selection of the successful candidate, a "Part-Time/Hourly Payroll Action Form" will be completed and delivered to the Human Resource Office.
3. Part-Time employees are responsible to submit an I-9 Form to the Human Resource Office within three days of performing work.

#### 13.2.1.3. RECOMMENDATIONS FOR POTENTIAL, CURRENT AND FORMER EMPLOYEES

1. Solicitation of recommendations. All Faculty, Staff, and regular Part-Time positions will be required to have reference checks. Before an offer of employment is extended, the Human Resource Office and/or the Search Committee will take responsibility to investigate educational attainment, previous employment records, and other pertinent work-related factors of all recommended candidates for employment.

2. Generation of recommendations. All oral and written recommendations given by Snow College employees about a current or former employee will be required to use the standards and procedures established by these policies. Any other communication from an employee of the College is done as an individual and not as a representative of the College.

The only information to be given on a letter of recommendation or reference check of our employees is dates of employment, salaries, and positions held. If a current employee or a separating employee or past employee wishes to have a letter of recommendation prepared or to have information released from his/her personnel file in a reference check, a signed "Information Release and Waiver Agreement" by the employee must be on file in the Human Resource Office. This form remains in the file until the employee requests removal

A copy of a written recommendation or notification of an oral recommendation being given should be submitted to the Human Resource Office for inclusion in the employee file.

#### 13.2.1.4. BACKGROUND CHECK

Employment is contingent on positive background checks, which are required of all new hires (See policy 13.2.2. for clarification).

#### 13.2.1.5. DISCUSSION OF POSITION AND SALARY

The Human Resource Office will coordinate the salary offer with the President, Vice President of Administration and the appropriate department, before an offer is extended to an applicant.

The Human Resource Office will explain the general job description, salary and employment benefits. Mandatory personnel policies and where employees can obtain complete copies of the policies will be explained to qualified applicants.

#### 13.2.1.6. TESTS (Non-Exempt Staff Only)

1. All qualifying tests for positions shall be arranged for by the Human Resource Office. All tests shall be validated according to EEOC standards. Scores of such tests shall be recorded with the application materials. GATB and type tests, when required, can be taken at local Work Force Services offices.
2. Recent scores from tests administered by the U.S. Civil Service Commission and the Utah State Employment Security Commission may be accepted.

#### 13.2.1.7. NOTIFICATION OF EMPLOYMENT STATUS (See Policy # 13.2.5. Reduction in Force/Layoffs)

1. To respect the right of appointed/contracted staff employees of Snow College and to let them know as early as possible their employment status for the following year, the following procedures have been established:

(a) If there is probability that employees will not be hired the following year, they will be notified as early as possible but not less than 60 days prior to the end of the fiscal year. If re-employment is contingent upon legislative appropriations which cannot be known before the end of the legislative session, they will be notified as early as possible thereafter. (See Policy #13.2.14 Payment in Lieu of Notice)

(b) Employees who do not receive notice of intent to discontinue employment as stated above may expect an appointment as soon as practical after the Legislature, Board of Regents, Board of Trustees, and College Administration have completed the budgeting process and providing probationary requirements have been met. (See Policy 13.2.9 Probationary Period, Policy 13.2.14 Payment in Lieu of Notice)

2. To respect the right of non-tenured tenure track faculty employees of Snow College and to let them know as early as possible their status regarding the final tenure decision, the procedures outlined in the applicable "Advancement and Tenure Document" will be followed.