

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7120 Employee Recruitment and Selection

References:

Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87360;
Title 5 Sections 53000 et seq. and 51023.5;

Accreditation Standard III.1.A

Also see BP/AP 2431 titled Chancellor Selection, AP 7120 titled Recruitment and Selection, AP 7120A titled Recruitment and Selection for Executive Management Employees, AP 7120B titled Recruitment and Selection for Management Employees, AP 7120C titled Recruitment and Selection for Faculty Members, AP 7120D titled Recruitment and Selection for Confidential Employees, and AP 7120E titled Recruitment and Selection for Classified Employees

The Board of Trustees recognizes the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the goal of hiring a diverse workforce of highly qualified individuals.

This policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Further, this policy is intended to respect all applicants who apply for a position with the District, as well as the students, community members, and employees who serve on the Search and Selection Committees.

The District shall recruit, select, and employ managers, faculty, and staff who are dedicated to providing educational experiences, intellectual insights, and exemplary support services necessary to optimize student potential and facilitate achievement of individual goals for the success of the educational community.

The District shall recruit, select, and employ a qualified, diverse executive team to provide exemplary management, leadership, and support necessary to maximize the success of the educational community in its service to students.

The Chancellor shall develop administrative procedures for hiring that support diversity and the principles of equal opportunity employment.

Recruitment and selection of employees will be in strict compliance with the principles embodied in California and federal legislation concerning fair employment practices and civil rights, and shall be based solely on consideration of an applicant's qualifications for the intended assignments without prejudice toward applicant's race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

If an applicant's disability or religious practices precludes his/her ability to participate in all or part of the selection process, reasonable accommodations will be considered to enable him/her to participate.

The Board delegates authority to the Chancellor to identify staffing requirements and develop a process to fill positions. The Chancellor shall develop hiring procedures for faculty, staff, and administrators that are consistent with Board policy, and are fair, cooperative, respectful and include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

The Board delegates authority to the Chancellor to establish for the recruitment and selection of employees including, but not limited to, the following:

- To ensure academic quality, procedures for hiring faculty shall be established, implemented, or modified through consultations with the Academic Senates, and after affording the Coast Federation of Educators (CFE) and Community College Association (CCA) an opportunity to participate in the decision making process. Academic employees shall possess the minimum qualifications or equivalency prescribed for their positions by the Board of Governors in Title 5.
- Procedures for hiring classified employees shall be established, implemented, or modified through consultations with the Classified Councils and after affording the Coast Federation of Classified Employees (CFCE) an opportunity to participate in the decision making process.
- Procedures for hiring confidential employees shall be established, implemented, or modified through consultations with the Association of Confidential Employees (ACE).
- Procedures for hiring management employees shall be established, implemented, or modified through consultations with the Coast District Management Association (CDMA).

- In addition, procedures will be in compliance with related policies/procedures, including:
 - BP/AP 2510 titled Participation in Local Decision Making
 - BP/AP 3410 titled Nondiscrimination
 - BP/AP 3420 titled Equal Employment Opportunity
 - BP/AP 7310 titled Nepotism
 - AP 7120 titled Recruitment and Selection
 - AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies

Members of the immediate family of employees may be employed subject to the District's Nepotism Policy (See BP/AP 7310 titled Nepotism).

The District appreciates managers taking on new assignments on an interim basis, and in consideration of this, and to ensure that interim management needs are met, District employees who have permanent status as a classified employee and who serve temporarily as interim managers or executives will be guaranteed the right to return to their positions at the conclusion of the interim assignment. If the permanent position has been changed or eliminated, the employee will be offered a comparable alternate assignment at the same level of compensation.

Recommendations for employee selection will be reviewed by the Chancellor, prior to presentation for action by the Board. The recommendation to the Board will include the applicant's name, the proposed assignment, and proposed rate of pay. Board approval of employment shall be contingent upon satisfying all requirements appropriate for the position.

Adopted November 16, 1983

Revised July 15, 1987

Revised March 3, 2010

Formerly BP 7121 (renumbered from 050-1-1, Spring 2011), BP 7909 (renumbered from 050-1-17.1, Spring 2011), BP 7888 (renumbered from 090-1-10), BP 7838 (renumbered from 060-1-11, Spring 2011), BP 7830 (renumbered from 060-1-3, Spring 2011), BP 7859 titled Confidential Staff Hiring (renumbered from 080-1-2.1, Spring 2011), BP 7816 titled Faculty Hiring Policies and Procedures (renumbered from 050-1-17, Spring 2011), BP 7909 (renumbered from 050-1-17.1, Spring 2011)

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