

Coast Community College District
BOARD POLICY
Chapter 5
Personnel Policies and Human Resources

BP 7121 Employee Recruitment & Selection Policy

Education Code Section 70901.2, 70902(b) (7) & (d), 87100 et seq.

Education Code Section 87360

Title 5, Section 53000- 53002, et seq., 51023.5

Accreditation Standard IIIA

The goal of the Coast Community College District ("District") is to recruit, select and employ persons who are highly qualified.

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, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. When feasible, reasonable accommodations will be made for an applicant's disability and/or religious practices.

In establishing hiring criteria for faculty and administrators, the district governing board shall develop criteria that include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Each applicant recommended for a District position which requires certification shall meet the minimum qualifications and/or appropriate licensure. Placement on the salary or wage schedule shall be established for each applicant selected, before an employment recommendation is processed for Board of Trustees' ("Board") action.

Each recommendation for employee selection will be reviewed by the Chancellor, and presented for Board action with the Chancellor's recommendation. The recommendation to the Board will include the applicant's name, the proposed assignment, and proposed rate of pay.

Employment recommendations may be presented to the Board prior to verification of qualifications or applicant compliance with the requirements concerning tuberculosis testing, and fingerprint records; however, Board approval of employment may be contingent upon all requirements being satisfied.

Members of the immediate family of employees may be employed by the Coast Community College District. Employment and assignment of such persons shall be in accordance with the District's Nepotism Policy.

The District shall establish procedures, using a participatory governance model, for the recruitment and selection of employees including, but not limited to, the following:

- 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.
- 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).

Students will be afforded opportunities for meaningful participation in the establishment, implementation, and modification of recruitment and selection procedures.

Procedures will be in compliance with related policies, including:

- EEO Policy Statement BP3420
- Faculty Hiring Policy 7838
- Classified Staff Hiring Policy 7856
- Confidential Staff Hiring Policy 7859
- Management Hiring Policy 7888
- Nepotism Policy 7310
- Faculty Role In Governance Policy 7837: Item No. 5

Adopted November 16, 1983

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Replaces CCCD Policy 050-1-1, Spring 2011