

HR HIRING PROCESS UPDATE

March 17, 2020

PART-TIME CASUAL AND NON-EXEMPT POSITIONS

In order to provide flexibility in minimizing the impact of the current health situation on our current part-time and casual workers and our non-exempt employees, the college is proactively freezing the hiring of all temporary, part-time casual workers until further notice.

The only positions that are exempt from the hiring freeze are those in which:

1. Qualifications for the needed position require formalized training or certifications for teaching or instructional activities or are required by accrediting bodies that are not likely found in current employees on campus.
2. Not filling the position will seriously impact the operations of the department, and there are no displaced part-time or non-exempt employees to perform the functions as determined by a three day internal posting.
3. Adjunct Faculty for Fall 2020 positions.

Please work with your HR Business Partner if you believe your need justifies an exception. Exceptions must be approved by the appropriate Vice President.

Part-time casual positions currently posted with no final candidate selected will be closed and applicants notified of the closure by the Human Resources Department.

Positions that have not been formally offered, but have final candidates may be withdrawn depending on organizational need. This will be done on a case-by-case basis.

Please work with your HR Business Partner to ascertain the status of your current open positions.

REGULAR FULL-TIME POSITIONS

For full-time regular positions all interviews will be done by Zoom. Candidates should not be invited on campus for interviews in order to maximize social distancing protocols. Work with your HR Business Partner if you have candidates in progress.