

BOARD POLICY
San Mateo County Community College District

Subject: NEW - Recruitment and Hiring
Revision Date:
Policy Reference: Education Code Sections 70901.2, 709012 subdivisions (b)(7) & (d), 87100 et seq., 87400, and 87458 ; Title 5 Sections 51023.5 and 53000 et seq.; ACCJC Accreditation Standard III.A.1

NOTE: This new policy combines BP 2.09 Categories of Employment, BP 2.10 Selection Procedures, and BP 4.15 Employment Requirements

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the San Francisco Bay Area, state of California or nationally in higher education.

The following language is from BP 2.09 Categories of Employment

Categories of Employment

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see ~~Chapter III~~ BP/AP 7210 Academic Employees.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see ~~Chapter IV~~ BP/AP 7230 Classified Employees.
 - c. Short-term temporary, Non-Faculty – for description and applicable policy, see ~~Chapter IV~~ AP 7212 Temporary Faculty.
 - d. Student Assistants – for description and applicable policy, see ~~Chapter IV~~ AP 7270 Student Workers.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see ~~Chapter V~~ BP/AP 7240 Confidential Employees, BP/AP 7250 Educational Administrators, and BP/AP 7260 Classified Supervisors and Managers.
2. An employee given an interim or temporary assignment in a classification different from his/her/~~their~~ regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which ~~s/he~~ he/she/they is/~~are~~ assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

The following language is from BP 2.10 Selection Procedures

Selection of Employees

The District Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to ~~Title 5 and Board Policy 2.20~~ BP 3420 Equal Employment Opportunity.

The District's Equal Employment Opportunity Plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The District Chancellor will provide the Board with an annual report regarding the District's Equal Employment Opportunity Plan.

2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures ~~incorporating regarding~~ the Academic Senate's mandated role in local decision-making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision-making.
5. The District Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Administrative and Classified Staff Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

The following language is from BP 4.15 Employment Requirements

NOTE: It is shown below as struck because this language is very prescriptive and is more appropriate to codify in new AP 7120 Recruitment and Hiring

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

- ~~1. File a loyalty oath with the Office of Human Resources.~~
- ~~2. Be fingerprinted at a location designated by the County Office of Education District within the first ten working days of employment.~~
- ~~3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.~~
- ~~4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.~~
- ~~5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).~~
- ~~6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.~~