

Clatsop Community College

Code: 4.010
Adopted: 1/26/95
Revised:

General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the College's educational objectives. In filling any full-time and standard part-time non-staff employee position, the College will seek out and appoint the best qualified person available for the position.

The employment of candidates to fill positions will be approved by the President. The President will employ all personnel as needed.

Notice of all regular job openings will be available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies and general and specialized media.

Applications or inquiries concerning job openings will be directed to the Personnel Office. The selection process will be coordinated and supervised by the Personnel Director, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the College must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the College's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the College may require any candidate, as a condition of employment, to hold a current, recognized first aid card. A current employee required to hold a card will obtain it within 90 days from the date the College gives notification.

Personnel selected for employment will be notified following the President's approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week and the length of the assignment. Unsuccessful applicants will be notified in writing.

Initial assignments will be made by the President or designee.

The President will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

Legal References:

ORS 342.169, 653.305-653.326, 659.340; OAR 581-50-022