

## **Board Policies**

### **PERSONNEL**

#### **303.00 SELECTION OF NON-FACULTY PERSONNEL**

The College strives to attract a pool of qualified personnel for all employment opportunities. Human Resources will establish recruitment and selection procedures to ensure a fair and impartial hiring process. The hiring supervisors will be responsible for making the final hiring decisions in accordance with the policies and procedures established by the College to promote open and fair competition for the selection of the most qualified individuals to fill vacant positions. Employment will be offered based upon the appropriate skills, knowledge, experience, and job-related qualifications of applicants using fair and valid selection criteria. Additionally, employment will be contingent upon satisfactory completion of relevant background checks and verification of eligibility to work in the United States.

Further, the Board of Trustees shall comply with minimum wage and overtime standards for employment as specified in the Fair Labor Standards Act, as amended, 1986.

This Policy is implemented through Procedure AP 303a.

Adopted December 16, 1968  
Revised July 19, 1971  
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