COLUMBUS STATE COMMUNITY COLLEGE POLICY AND PROCEDURES MANUAL

EMPLOYMENT Policy 3-02 Page 1 of 1 Effective November 17, 2022

- (A) Columbus State Community College actively seeks to cultivate a globally diverse and multicultural environment that promotes equal opportunities to all candidates and employees. This is most often achieved through a competitive recruitment and employment process that provides qualified and diverse candidates. To that end, Columbus State will undertake proactive recruitment efforts to reach diverse audiences, ensure fair recruitment and selection practices consistent with the equal employment opportunity act and establish programs to retain and advance underrepresented groups.
- (B) The final determination of all hiring decisions rests with the President.
- (C) The President will establish procedures for the salary placement of staff and managerial new hires.
- (D) The President may establish procedures for the establishment of the definition of hard-to-recruit positions for staff and managerial new hires.
- (E) The President may approve guidelines for hiring full- and part-time executive, managerial, staff, adjunct and non-credit instructor positions, job descriptions, and employee compensation. The guidelines shall be developed by the College's Human Resources Department and maintained in the human resource information system.
- (F) The terms and conditions of employment for bargaining unit members shall be governed by the applicable collective bargaining agreement.

Last Effective Dates: September 22, 2016

March 28, 2013 June 1, 2010 August 21, 2000