

Procedure

Procedure # 3.02.03

Effective Date 6/26/96

<i>(Impact Area - Dept Name)</i> Employees	<i>(General Subject Area)</i> Conditions of Employment	<i>(Specific Subject Area)</i> Filling of Vacant Positions With Benefits
	Author: Admin Council	Supersedes Procedure # New
Relates to Policy # 3.02.03	Impact:	
Legal Citation (if any):		
North Idaho College		

Procedure Narrative

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1. Initiation of a Position Opening:

- a. Departmental administrators should notify the director of human resources as soon as they become aware of the need to fill a position.
- b. The departmental administrator, in consultation with the director of human resources and in accordance with affirmative action principles and procedures, will develop the position advertisement.
- c. For each position, the advertisement must include the job description, minimum qualifications, proposed starting date, starting salary range, and the closing date for applications, or a notice stating the position will remain open until it is filled and to receive full consideration, applications must be received in the human resources office by (date specified).

- d. All vacant positions will be announced in the Week's Worth bulletin and announcement of position opening fliers will be distributed to each department. Position openings will be posted on campus for at least five working days.

The human resources office will advertise and recruit through other available resources to include minimally the Idaho Department of Employment and local newspaper help wanted advertisements. All recruiting advertisements will be processed through the human resources office. The cost of off campus recruiting and advertising will be borne by the position's parent department or supervising vice president.

- e. The announcement of position opening will be mailed to individuals who have registered with the human resources office within the previous 12 months, for the job type announced.
- f. To preserve the opportunity to fill positions or promote an individual from within the organization, the requirements for announcing or advertising vacancies may be abridged upon the written request of the immediate supervisor and the supervising vice president and with the concurrence of the president and the affirmative action officer.

2. Order of Consideration of Applicants.

Stage 1. First consideration will be given to applicants who are on a layoff roster for the type and salary range of the position open.

Stage 2. All other candidates, current staff, students, previous staff and the general public will all compete at the same time.

3. When the selection procedures are completed, the departmental administrator must complete the confirmation of job offer form supplied by the human resources Office. The form is to be signed by the supervising vice president and forwarded to the director of human resources.
4. All employees who are benefit eligible will be issued employment contracts or letters of appointment prepared by the human resources office and approved by the supervising vice president. No other department staff are authorized to prepare or issue employment paperwork or payroll initiating documents for benefit eligible positions. The official college personnel file for these employees will be held in the human resources office files. All new employment actions for category 1, 2, 3 and 4 employees are tentative until approved by the Board of Trustees for North Idaho College.

Interview Expenses - Reimbursement to Applicants

North Idaho College will not reimburse applicants' expenses, such as interview or moving expenses, for category 4, 5, or 6 positions. The supervising vice president must approve Interview expenses for Category 1, 2 or 3 positions before interviews are arranged with candidates.