

Policy

Policy # 3.02.04

Effective Date _____

<i>(Impact Area - Dept Name)</i> Employees	<i>(General Subject Area)</i> Conditions of Employment	<i>(Specific Subject Area)</i> Filling of Vacant Positions Without Benefits
	Author:	Supersedes Policy # (See p. 2.167)
Relates to Procedure #	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

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FILLING OF VACANT CLASSIFIED POSITIONS NOT ENTITLED TO BENEFITS

The director of human resources is responsible for advertising, recruiting, scheduling, interviewing and determining salary and working conditions for those vacant classified positions not entitled to benefits.

The process of filling the position will be the same as for filling classified positions, which are entitled to benefits with the single exception of notifying applicants when the position has been filled. The department making the search, not human resources, will inform interviewees when the position is filled. The Human Resources Department will notify all other applicants.