

District Personnel Requisition Process

HIRING GUIDELINES

Reference: BP/AP 7120, AP7122, AP7125, AP7126

The Office of Human Resources has created a Recruitment and Hiring web page to assist Managers and staff in their recruitment needs when hiring various levels of personnel, **Permanent** – Classified, Faculty or Management, **Adjunct Faculty** or **Temporary Professional Expert, Short Term or Substitute**.

PERMANENT POSITION

Office of Human Resources (OHR) must be in receipt of a Personnel Requisition form prior to the announcement of any Permanent position for the District. To request a permanent position within Yuba Community College District, the following procedure is to be followed:

STEP 1 – COMPLETION OF PERSONNEL REQUISITION FORM

- Hiring Manager/College completes Personnel Requisition and justification forms, obtaining budget approval from budget director/VCAS, and submits for respective CABINET member's approval
- College confirms through the requisition process that the requisition is in alignment with College's Staffing Plan and promotes positive student outcomes
- College President member forwards Personnel Requisition to OHR for placement on CABINET agenda

STEP 2 - CABINET REVIEW – (NEW AND REVISED POSITIONS)

CLASSIFIED

- OHR submits to CABINET for review and approval after Management and CSEA review (if required)
- After CABINET review and approval, OHR will open the position for recruitment

FACULTY/MANAGEMENT

- OHR submits to CABINET for review and approval
- After CABINET review and approval, OHR will open the position for advertising

REPLACEMENT POSITIONS – CLASSIFIED/FACULTY/MANAGEMENT

- Position must be in the current year's YCCD budget
- After CABINET's programmatic and fiscal review, OHR may begin recruitment process

STEP 3 – FOLLOW UP

- With CABINET approval of the position, the Manager will be notified by OHR that the position will be advertised, OHR will work collaboratively with Manager throughout the recruitment process
- With CABINET denial of the position, the Manager will be notified by OHR

STEP 4 – GOVERNING BOARD

- Once the recruitment is completed, the Governing Board will confirm the name of the employee
- With the Governing Board's denial to authorize a position, OHR will notify the requesting manager

TEMPORARY PROFESSIONAL EXPERT, SHORT TERM OR SUBSTITUTE

District Personnel Requisition Process

To request a temporary classified position within Yuba Community College District, the Supervising Manager will follow the procedure outlined below. **(THERE IS NO RECRUITMENT PROCESS FOR THIS TYPE OF EMPLOYMENT)**

STEP 1 – DETERMINING NEED

- Establish an employment need based on established Staffing Plan (College)
- Determine which type of employee will meet the department need – Temporary, Short-Term, Substitute, or NA/NC (Professional Expert)
- Verify budget source and availability with department, college and District
- Confirm that appointment is consistent with the relevant collective bargaining agreement(s)

STEP 2 – POTENTIAL HIRES

- Managers will contact the OHR to verify there are no layoffs within the classification being considered.
- Managers may consult with the OHR for possible recommendations/suggestions for temporary employees and/or OHR will place local ads for temps
- OHR recommends that the Hiring Manager holds informal interviews for potential hires
- The Classified School Employees Association (CSEA) Bargaining Agreement indicates temporary employees hired in a classification represented by the Unit will be hired at step 1 of the classified salary schedule.

STEP 3 – SELECTION

- Manager and selected candidate must complete the confirmation, Classified Application, I-9, W-4 and demographics forms located on the HR web site
- The Supervisor must submit the completed hiring packet to OHR prior to the employee's first date of employment
- The Supervisor must confirm candidate meets the minimum qualifications for the position by reviewing the job description's "Education and Experience" section. **This review process must be confirmed by the Office of Human Resources.** Job descriptions are available on the HR web site

STEP 4 – GOVERNING BOARD

- All temporary hires will be submitted through the College President's/District VC Office for submission to Office of Human Resources will include on the Personnel Actions monthly Governing Board agenda.

ADJUNCT FACULTY

To request an Adjunct faculty, the Hiring Manager will follow the procedure outlined below. This process will be consistent with the relevant provisions of the YCFA and YC-AFT Collective Bargaining Agreements, in addition to being consistent with the College's Staffing Plan.

Adjunct faculty applications are accepted on a continuous basis for all disciplines. Applications are kept on file in the OHR for two years.

Prior to the OHR advertising/hiring, the Dean/Hiring Manager will follow Article 13 of the YCFA contract to fill extra-pay, summer teaching, counseling and librarian assignments.

District Personnel Requisition Process

If process is completed and there are no available faculty/adjuncts, OHR will begin the external advertising process.

STEP 1 – DETERMINING NEED

- Determine which discipline is lacking potential adjuncts
- Verify budget source and availability with department, college and District
- Confirm that the appointment is consistent with the relevant collective bargaining agreement(s)
- Requests for adjunct advertising are submitted to the OHR from the appropriate college budget manager

STEP 2 – POTENTIAL HIRES

- College notification to OHR Recruitment Officer for external advertising
- Application submitted will be reviewed for minimum qualifications by OHR
- Once a pool has been established, Hiring Manager shall conduct an informal interview in consultation by college/division

STEP 3 – SELECTION

- Hiring Manager notifies OHR of potential adjunct
 - OHR makes contact and provides employment packet for newly hired adjunct
 - OHR keeps Hiring Manager informed on the status of their new hire
-



District Personnel Requisition/Justification Process

_____ Classified _____ Faculty _____ Management

POSITION: _____
Title Department

Reporting Manager: _____

_____ New Position FTE: _____ % Months per year: _____ Range: _____

_____ Replacement Position - *Note: Replacement positions must be included in the current YCCD Budget*

Employee to be replaced: _____ Last day of service: _____

Reason: _____ Sabbatical _____ Leave of Absence _____ Retirement _____ Termination | Resignation | Transfer

FUNDING SOURCE:

_____ General | Budget Code (s): _____
**Please enter GL Codes above.*

_____ Categorical | Budget Code(s): _____
**Please enter GL Codes above.*

Review/Approval by Fiscal Services: _____

Budgeted Position or Transfer from Another Budgeted Position: _____

Hiring Manager: _____ Title: _____ Date: _____

Annual Fiscal Impact (HR Use):

_____ Base Salary + _____ Mandated + _____ Fringe = _____

CABINET Approval Date: _____

- | | | | | |
|----------------------------|----------|--------------|-----------|-------------|
| 1. President, Yuba College | Approved | Not Approved | By: _____ | Date: _____ |
| 2. President, Woodland CC | Approved | Not Approved | By: _____ | Date: _____ |
| 3. Vice Chancellor, AS | Approved | Not Approved | By: _____ | Date: _____ |
| 4. Chief HR Officer | Approved | Not Approved | By: _____ | Date: _____ |
| 5. Chancellor | Approved | Not Approved | By: _____ | Date: _____ |

Board Approval Date: _____

District Personnel Requisition Process

This form is required for all permanent YCCD positions. It is required that this form be completed fully and accurately for evaluation of each position. Incomplete or inaccurate information may result in the failure of the position to be approved by CABINET.

Position Title: _____ **Department:** _____

Salary Range (Management) _____ **Salary Range (Faculty)** _____ **Salary Range (Classified)** _____

District Location: _____

FTE: _____ **Months per year:** _____ **Funding: General** _____

Submitted by: _____ **Categorical** _____

-
1. Is this a new position or is there an existing job description/job title for the position? (If there is no existing job description, is there a draft of new proposed duties)
 2. Is this position aligned with the College's Mission, Staffing Plan and Student Success Initiative? Please Explain.
 3. If this is a new classified position, has the proposed job description been submitted to OHR for CSEA review?
 4. Provide a brief description of the work performed under this position.
 5. What would be the major effects of not filling this position?

District Personnel Requisition Process

6. What would be the impact on other staff if this position is not filled?

7. Describe any legal or other mandates associated with the duties of this position (i.e. grant requirements, accreditation, etc.)

8. How does filling this position support the District's vision statement of creating positive student outcomes?

9. Can the work be done at less than full time? (e.g., reduced workload, less than 40-hour week, 10-month work year). Explain.

10. What other options have been considered?
 - a. Have Education Code and Contractual requirements been considered?

 - b. What are the implications of any other options?

11. Please describe the impact, if any, associated with filling the position in terms of the following:
 - a. FTES

 - b. Fiscal area

 - c. Service to students

12. Please provide any other pertinent information related to the need to fill this position.