

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Western Community College Area Board of Governors' Policy

**TITLE:** Recruitment and Selection of Employees

**DIVISION:** Human Resources

**CATEGORY:** Personnel

**REFERENCE:** Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; Nebraska Statute(s): §85-9,166 et seq.; Higher Learning Commission's Guideline for Determining Qualified Faculty; BP-414 (Employee Group Classification); Board Policy 405.0100.14 (Non-Discrimination)

**NUMBER:** BP-416

**APPROVAL/DATE:** F. Lynne Klemke, President, WCCA Board of Governors  
Date: April 15, 2020

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### **Purpose**

The Board identifies the Western Nebraska Community College (WNCC) employee classifications in Employee Group Classification BP-414. In addition, the Board mandates the WNCC President and the Human Resources Officer create a recruitment and selection process that adheres to Federal, state, and accreditation agencies' laws and/or regulations, which may include mandatory training provided to all supervisors to ensure compliance.

### **Scope**

This policy shall apply to the classification, recruitment, and selection of all WNCC employees, excluding the College President.

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### **Policy**

The Board acknowledges classifications of all WNCC employees and requires the College President to create a process that provides for standardized recruitment and selection processes specific to those classifications to comply with all Federal, state and accreditation agencies' laws and/or regulations.

### **Employee Group Classification Definitions**

- See BP-414 Employee Group Classification for employee definitions

## **Recruitment**

When a vacancy is identified, the College shall announce said vacancies with appropriate notifications utilizing the most appropriate media to solicit potential applicants in accordance with those anti-discrimination policies as set forth in the Board's Policy 405.0100.14. The President shall require that the supervisor provide a job description and require that all rules, regulations, and laws be adhered to in the recruitment process.

## **Criteria for Selection**

The Board requires that WNCC fill all vacancies with the most suitably qualified candidates after an appropriate and fair search. Selection shall be based upon the merits of the candidates for the particular position. In considering ability to do the job, a review shall include, but not be limited to, the work history, educational background, and aptitudes of the candidates.

The Board mandates the College President to ensure that procedures are created and utilized to comply with all Federal, state, and accreditation agencies' rules, regulations, standards and laws.

The Board shall be responsible for the recruitment, selection and employment of the College President.

## **Background Checks**

WNCC is committed to ensuring that the educational and support activities of the College are supported by qualified staff members and that the community is as safe as possible. The Board is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy and related procedures sets forth the Board's directive for conducting pre-employment background checks for all employee positions.

Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist.

## **Applicability**

The College President shall promulgate procedures necessary to implement this policy.

## **Revising this Policy**

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

**Adoption Date and Board of Governors' Minutes Item Number:** April 15, 2020, Agenda Item L (1)

**Revision Date and Board of Governors' Minutes Item Number:**

**Prior Policy Number:**

**Sponsoring Division/Department:** Human Resources

**Repeal Date and Board of Governors' Minutes Item Number:** April 15, 2020, Agenda Item L (2) (a-d)

410.0100.86 Vacancies

410.0200.86 Criteria for Selection

410.0210.13 Background Check

410.0300.79 Selection Procedures