

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

**OVERVIEW: 300.0**

Tillamook Bay Community College reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee.

College policies are not to be construed as a contract of employment. Tillamook Bay Community College expressly reserves the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the college, and you may not rely on policies that have been superseded. Tillamook Bay Community College Board of Education has authority to alter the policies, and all such changes shall be in writing.

**DEFINITIONS: 300.1**

For the purpose of this Policy statement, the following definitions shall apply:

- A. "Board" shall mean the Board of Education of Tillamook Bay Community College District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College.
- B. "President" shall mean the President of Tillamook Bay Community College.
- C. The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.
- D. "Supervisor" shall mean any employee of the College who directly supervises the work of another employee.
- E. "Exempt" shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college as defined annually in Appendix A-1.
- F. "Non-Exempt (Classified) Support Staff" shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college as defined annually in Appendix A-1.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

- 
- G. "Regular Employee" shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget and included in the listing contained in Appendix A-1.
- H. "Temporary Employee" shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week. Temporary employment will not exceed one year.
- I. "On-Call Employee" shall mean any person who works on an as-needed basis only.
- J. "Full-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.
- K. "Part-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.
- L. "Trial Service Employee" shall mean an intended regular employee who is undergoing the first six months of employment as provided in Article 309 herein.
- M. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.
- N. "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.
- O. "College" shall mean the institution of Tillamook Bay Community College District, which includes students, faculty, and employees.
- P. "Facilities" shall mean all locations used by the College.
- Q. "Job Classification" shall mean an individual position or group of positions with a single job title.
- R. "Salary Classification" shall mean the level on the salary schedule to which a given job title is assigned.
- S. "Position Inventory" shall mean a statement which has been prepared by Management and is on file in the Director of Human Resources that outlines the general function,

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING, SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

duties, and responsibilities, for each job title within the job classification system adopted by Management.

- T. Policy 300 also applies to faculty but is supplemented by additional instructional policies.
- U. All references herein to employees or other persons include both genders.
- V. The word "shall" is mandatory and the word "may" is permissive.
- W. The singular shall apply to the plural where appropriate in the contract.
- X. The College fiscal year extends from July 1 through June 30.

**PROCESSING THE EMPLOYMENT OF COLLEGE PERSONNEL: 300.2**

The College Board of Education has statutory authority to employ personnel. By policy the Board of Education has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment if the Board has previously authorized the positions. (In the case of non-regular employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the Board approves budgeted amounts instead of specific positions.)

In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.

- A. Authorization to employ individuals for positions previously approved by the Board of Education may be given only by the College President or his/her designee(s).
- B. No promises of positions, salaries, working conditions, benefits, etc. shall be made by anyone unless authorized by the College President.
- C. An appropriately signed contract must be filed in the Business Office before any payments for personnel services can be made.
- D. Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

- E. Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.

The Chair of the Board of Education, or any other Board of Education Member so designated at a duly constituted Board of Education Meeting, shall sign the College President's contract of employment on behalf of the Board.

The College President or personnel designated by the College President shall sign contracts of employment for all other College employees with the following stipulations:

- A. Positions and funding have been authorized in the annual budget approved by the Board of Education.
- B. Positions and funding have been authorized in an externally funded budget approved by a contractual funding agency.
- C. The College President shall keep the Board of Education informed of all full-time staffing changes.

Notices of position openings, including required and preferred qualifications, for which applicants are solicited, will be processed as follows:

A. Faculty

- a. Position openings will be processed through the Vice President of Academics and Student Services as designated by the College President.

B. Professional Support Staff

- a. Position openings will be processed through the Director of Human Resources as designated by the College President.

C. Management Staff

- a. Position openings will be processed through the appropriate Executive Officer as designated by the College President.

D. Executive Staff

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

- a. Position openings will be processed through the College President or personnel designated by the College President.

**300.3 PUBLICIZING VACANCIES**

Position openings will be filled through internal promotion or external employment to best meet the needs of the College and Oregon employment laws.

**A. Internal Promotion:**

- a. It is the practice of the College to promote from within when it has been determined by the College President that well-qualified individuals are already employed by the College.
- b. If the College President determines that a personnel opening exists and may be filled by internal promotion, the President may authorize suitable advertising of the opening within the College. Reasonable time shall be provided to allow interested College employees to make application for the position.
- c. External Employment:
- d. When the College President determines that a personnel opening shall be advertised outside the College organization, such advertisement may be announced within the local community, throughout the State of Oregon, or nationally as deemed necessary by the College President to obtain qualified candidates.

**B. Openings may be publicized in any or all of the following:**

- a. Openings will be publicized to current employees on campus, and, off-campus as broadly as is necessary and appropriate to assure an adequate pool of qualified applicants for the position being advertised.

**C. All initial application materials are available at the TBCC website. These include:**

- a. Position Opening Notice
- b. An official TBCC Application Form
- c. TBCC Affirmative Action Form

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING, SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

- d. Authorization to Release Information Form
- e. On request applications may be e-mailed,
- f. Mailed or given to applicants within two days of inquiry.

Once an application for a publicized vacancy has been received the following personal information is recorded:

- A. Name
- B. Address
- C. Telephone number
- D. Email address
- E. Date application material sent and received

Position information is kept with the Position Opening Notice file and as material is received, it is placed in alphabetical order. The custodian of all material is the Director of Human Resources or his/her designee. When the position has been filled, the Position Opening Notice File is placed in the Closed Position File under title of position advertised. These files will be held for thirty-six (36) months or longer at the discretion of the Director of Human Resources.

- A. Testing of Applicants
- B. The decision to test applicants at the request of a screening committee shall be approved and the testing supervised by the Director of Human Resources. The following procedures shall be adhered to:
  - C. Each applicant will be notified of a testing date, time, and place.
  - D. If applicant is unavailable for group testing, individual testing may be arranged.
  - E. All tests will be graded and then reviewed for use during the interview process.
  - F. The successful applicant's testing materials will be placed in his/her personnel file.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

- G. If an applicant wishes to review test results, this request must be made within twenty (20) days of applicant's testing date. Applicant's test results must be reviewed in the presence of a District employee and shall not be taken from the area or copied.
- H. Test results will be retained for three years in the Closed Position File maintained by the Director of Human Resources.
- I. Screening and Selection
- a. Screening:
- i. To assist in the process of screening and interviewing candidates for a personnel opening, the College President, or Designee, may appoint a Screening Committee. Screening Committees shall be broadly representative.
  - ii. When established by the College President, or Designee, the Screening Committee shall conduct initial screening and interviewing as follows:
    1. Candidates who have submitted an application by a published deadline date shall have their credentials evaluated by the Screening Committee. Applications received after a published deadline date may be accepted at the discretion of the College President or his/her designee.
    2. At the conclusion of the initial screening evaluation, the Screening Committee shall submit to the College President or personnel designated by the College President up to ten (10) candidates who, in the opinion of the Committee, meet the qualifications established for the position and are recommended for interviews.
  - iii. A list of all candidates interviewed shall be maintained in the Closed Position File.
  - iv. At the conclusion of the interview process, the Screening Committee chair shall submit a list identifying the strengths and weaknesses of each candidate interviewed to the College President or personnel designated by the College President.
- b. Selection:

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,  
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

---

- i. The selection of the candidate to be chosen shall be the responsibility of the hiring manager with input from the screening committee. In cases of disputes the President will make the final decision.
- ii. Written notification will be provided to unsuccessful candidates stating that the position has been filled.
- iii. If the decision is made to reopen a position, all candidates shall be notified of the decision and asked to renew their application. For an application to be renewed, written notification must be received by the College.

**OUTSIDE EMPLOYMENT: 300.3**

Staff and faculty members of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time or a speaking engagement with reimbursements, the individual concerned shall obtain the approval of the College President.