

Policy Number: 02.021

Policy Title: Job Postings

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Job Postings

The College is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee.
- Been in your current position for at least six months.
- Maintain a performance rating of competent or above.
- Should not be on an employee conduct/performance-related probation, warning or improvement plan.
- Must meet the job qualifications listed on the job posting.
- Required to provide your manager with notice prior to applying for the position.

To apply for an open position, employees should follow procedures listed on the employment website. Not all positions are guaranteed to be posted. The College reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information, please contact the Office of Human Resources.