COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	**Employment**			Approved by:
Insert:	10.02	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College's to ensure compliance with federal and state law and the employment policies of the Alabama Community College System (ACCS) related to the legal employment of individuals.

The following ACCS policies are referenced in this policy:
Board Policy 602.02
Chancellor's Procedures 602.02
Board Policy 602.03
Board Policy 603.01
Board Policy 605.02
Chancellor's Procedures 605.02
Board Policy 608.01
Chancellor's Procedures 608.01
Board Policy 611.01
Chancellor's Procedures 611.01
Board Policy 614.01
Chancellor's Procedures 602.02

In addition, specific policy statements are referenced in each separate section below.

SCOPE:

This policy applies to all Coastal Alabama Community College employees and applicants for employment.

DEFINITIONS:

Applicants for Employment: An applicant for employment is an individual who has applied for a vacant position that has been posted through the Human Resources Office.

Employee: An employee is an individual who meets the employment eligibility requirements referenced in the policy, has been hired and onboarded through the Human Resources Office, and is receiving payment for work performed through the Payroll Office.

Employment Status: Refer to the Employment Status section below.

Pre-boarding: Employment related activities that occur between the acceptance of an employment offer and the hire date.

Pre-Employment Testing: Pre-employment testing refers to pre-employment criminal background checks and/or any other valid pre-employment test that is relevant to the position for which the new hire has been offered.

Onboarding: Employment related activities that assist in orienting new employees to the new position and Coastal Alabama as the employer (also known as orientation).

Qualified Staff: For the purpose of this standard, full-time qualified staff work more than 20 hours per week and are exempt under the Fair Labor Standards Act (FLSA).

Terminations of Employment (Offboarding): Employment termination (also known as offboarding, dismissal, or separation of employment) is the cessation of the employment relationship between Coastal Alabama Community College and the employee, regardless of reason. Terminations may be either voluntary or involuntary. Voluntary terminations include resignations, retirement, and abandonment. Involuntary terminations include reductions due to lack of funds or lack of work (layoff), completion of contract or grant, and discharge for unsatisfactory job performance or misconduct.

DETAILS:

10.02.01 **Employment Eligibility:** An individual may be eligible for employment at Coastal Alabama Community College if they meet the required qualifications and physical demands for a specific position as described in the job description. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

In addition, applicants meeting the required qualifications of a position as reflected in the job posting must meet the conditions below to be considered eligible for employment:

- In compliance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees, including student employees, are required to provide documents that establish identity and documents that establish employment eligibility. It is the policy of Coastal Alabama that this information be received on or before the first day of employment to avoid the need to dismiss any individual who cannot meet the IRCA requirement. The Human Resources Office can provide additional information concerning the requirements of the IRCA and acceptable documents. *****An individual will not be considered an employee of Coastal Alabama Community College until this requirement has been met.***
- Any candidate selected for hire must complete a pre-employment criminal background check. As a condition of employment, satisfactory results of a criminal background check are required. Refer to the Criminal Background Checks Section for additional information.
- A physical/lift test may be required if applicable to the position.
- The Human Resources Office performs employment eligibility verification via the US Department of Homeland Security on all new hires.

1. **Employment Relationship:** Except as expressly prohibited by law, the College may terminate an individual's employment. Continuing employment is

subject to economic conditions and the needs of the College and, accordingly, is neither permanent nor guaranteed.

2. **Employment of Foreign Nationals:** Coastal Alabama Community College is responsible for ensuring that all employees are lawfully employed, regardless of citizenship or national origin. Therefore, if applicable, it is important that all foreign national workers maintain their applicable visas and that the Human Resources Office has the most updated employment status in the employee's personnel file. Human Resources will review visa status on an annual basis to ensure that both Coastal Alabama and the employee are compliant with college policy and state and federal regulations. Where applicable, it is the responsibility of the foreign national employee to inform the Human Resources Office of any changes in their visa status that could impact their employment. Coastal Alabama Community College generally does not sponsor work visas.

   Refer to the Recruiting and Hiring New Employees Section for additional information.

3. **Criminal Background Checks:** Per ACCS, Board Policy 623.01 and Chancellor's Procedure 623.01, a criminal background check shall be conducted through a vendor selected by the Chancellor on all new hires and volunteers at each institution. A criminal background check may also be conducted for selected internal candidates or if the institution has reasonable suspicion that a current employee or volunteer has been convicted of a felony or a crime involving moral turpitude. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment or volunteering except with the Chancellor's approval.

4. **College Transcripts:** Official college transcripts are required for all positions that require a degree in the "required qualifications" section of the job description. Conferred degrees are required from a regionally accredited institution. Regional accreditation agencies oversee institutions that place a focus on academics that are public, non-profit, or private colleges or universities. There are six regional accrediting agencies for higher education institutions in the U.S. The following agencies oversee institutions within their particular clusters of states:
   - Northwest Commission on Colleges and Universities (NWCCU)
   - Western Association of Schools and Colleges (WASC)
   - Higher Learning Commission (HLC)
   - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
   - New England Association of Schools and Colleges (NEASC)
   - Middles States Commission on Higher Education (MSCHE)

Coastal Alabama Community College is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Degrees granted from schools, colleges, and universities that are not regionally accredited are not acceptable credentials when evaluating qualifications for consideration of employment.

10.02.02 **Employment Status:** It is the policy of Coastal Alabama Community College to ensure compliance with federal and state law as it relates to the employment status of its employees. In addition, the College will maintain compliance with Alabama Community College System (ACCS) Board Policy 611.01 and Chancellor's Procedures 611.01 as it relates to inactive employment status.

1. **Active Employees:** An active employee is one who works on a regularly scheduled and continuous basis. If there is a break in service due to an extended leave, the employee may be placed on inactive status.

2. **Inactive Employees:** An inactive employee is one who is not currently working for the College in any capacity (not receiving a paycheck), but employment is not terminated.

3. **Full-Time Inactive Employees:** Full-time employees may have a leave without pay or "inactive" status (Refer to Board Policy 611.01). During inactive leave status, employee does not accrue annual leave, sick leave, or any other paid leave benefits nor are they eligible for unemployment. In addition, employees eligible for benefits under the Retirement System of Alabama (RSA) have contributions and benefits suspended under this break in service. Upon returning to work, the employee will return to active status, resuming leave and leave accruals (if applicable). Returning to the same compensation and/or comparable position as held before the leave may be considered but is not guaranteed.

   Full-time employees with a break of service greater that what is allowed in the ACCS Board Policy 611.01 will be released from employment and are subject to the same new hire application process as other candidates should they apply for a vacant position at the College.

   NOTE: Some leaves without pay in Board Policy 611.01 include employees on salary schedule H.

4. **Part-Time Inactive Employees:** The employment status of a part-time employee who has not worked and received no compensation in the previous calendar year may be automatically terminated at the end of January of the following year. Refer to the Terminations of Employment (Offboarding) Section.

5. **Terminated Employees:** A terminated employee is one who has a break in employment with the College. This means that the employee has either voluntarily left employment (resigned or retired) or involuntarily left employment (terminated for cause, layoff, or terminated due to inactive status).

   a. In **all cases**, a terminated employee must reapply for a vacancy to become reemployed by the College, including completing the pre-boarding and onboarding procedures of a new employee.

   b. Refer to the Terminations of Employment (Offboarding) Policy.

6. **Pay Status (Employee Pay Classification):** The College employs two classifications of employees: exempt or non-exempt, as defined under the Fair Labor Standards Act (FLSA). The College follows the FLSA to determine the correct category for each employee.

   The following terms are used to describe employees and their employment status. All employees are classified as non-exempt unless the duties performed meet criteria established under federal and state regulations that would allow the employee to be classified as exempt. The Human Resources Office determines if a position qualifies to be classified as exempt and if the employee in that position is performing the duties that are required to maintain exempt status.

7. **Exempt Employees:** In general, exempt employees are those engaged in bona fide executive, managerial, high-level administrative jobs, certain professional jobs, and full-time instructor positions who are paid a fixed salary and perform certain duties as governed by Fair Labor Standards Act (FLSA) as exempt. Generally, the FLSA test for exempt duties includes:

   a. Fifty percent or more of time, including the performance of office or nonmanual work relating to the administration of an educational establishment and to management policies or functions, or includes work directly related to academic instruction; and must:
      - regularly and directly assist an executive or administrative employee or perform under general supervision work along specialized or technical lines requiring special training, experience, or knowledge or execute under general supervision special assignments and tasks;
      - customarily and regularly exercise discretion and independent judgment;
      - devote no more than 20 percent of their hours worked in the workweek to non-exempt work; and
      - be compensated on a salary basis at a rate not less than the minimum weekly salary rate established for white-collar exemptions.

b. In the case of academic administrative personnel, an employee who is compensated on a salary basis at a higher rate, but at not less than the minimum weekly salary rate established for white-collar exemptions, and whose primary duty consists of the performance of office or nonmanual work described above which includes work requiring the regular exercise of discretion and independent judgment shall be deemed to meet all of the requirements necessary to carry exempt status.

c. Under the FLSA, exempt Non-Instructor Personnel are categorized as:
   - Executive: Employees who exercise primary responsibility for the overall direction and management of the College.
   - Administrative: Employees who exercise responsibility for performing assignments directly related to management policies or general business operations of the College.
   - Professional, Manager, and Support: Employees, whose assignments normally require professional training at the bachelor's degree level or higher, who are employed for the primary purpose of performing academic support, community services, student services and institutional support activities; or
   - Employees, whose assignments require experience and specialized skills or training which together may be equivalent to a degree, who oversee the day-to-day activities and operations of an operational area or unit and who exercise functional supervision and/or delegated administrative responsibility over other employees; or
   - Employees, whose assignments require knowledge or skills, which may be acquired through academic work below the level of a bachelor's degree or through equivalent experience or on-the-job training, who perform specialized or technical support assignments within a functional area and who may exercise some delegated functional supervision.

d. Time demands are associated with exempt positions which may require such employees to work more than the standard 40-hour workweek, including some evenings and weekends. These demands are accepted at the time of initial employment as part of the employee's duties and responsibilities.

e. Job titles do not determine exempt status. Exempt employees are not eligible for overtime pay.

8. **Non-Exempt Employees:** Non-exempt employees are paid for all hours worked, in accordance with the FLSA and minimum wage law. A non-exempt employee may be full-time or part-time. All non-exempt employees, whether full-time or part-time, are required to account for hours and fractional hours worked, are paid on an hourly basis.

To understand an employee's rights as an exempt or non-exempt employee, visit the Fair Labor Standards Act website at: http://www.dol.gov/dol/topic/wages/.

9. **Reinstatement of Former or Laid Off Employees:** If an employee leaves the College's employment in good standing for any reason, there is no guarantee of future employment. Employees who are discharged for gross misconduct will not be eligible for rehire.

10. **Seniority:** Seniority is defined as the length of an employee's continuous service at Coastal Alabama Community College. In some departments supervisors will consider seniority in determining annual leave (vacation) schedules, shift assignments, and/or teaching assignments. An employee's seniority will end upon separation or retirement.

    When two or more employees are hired in the same position and department on the same day (causing a "tie" in seniority), the employee with the earliest date of birth (month and day) in the calendar year will have the higher seniority the first year. Highest seniority will then rotate annually thereafter, as needed.

10.02.03 **Employment Types:** It is the policy of Coastal Alabama Community College to ensure that individuals performing work for the College be properly classified in the appropriate employment and pay type in accordance with the federal and state laws, including IRS guidelines for worker classification as described in IRS Publication 15-A located at http://www.irs.gov/publications/p15a/ar02.html#en_US_2013_publink1000169489.

1. **Adjunct Instructor:** Adjunct instructors are contingent part-time instructors hired to teach a class for either one or several semesters. Academic Departments assign adjuncts work on a course-by-course basis, and future work is not guaranteed beyond their current assignment. Adjuncts are paid a flat rate per credit hour or hourly.

    a. **Adjunct Instructor Workload:** Adjuncts are limited to workloads below a maximum of 9 credit hours or nineteen (19) hours of service for non-instructional workload per week.

       In no case shall any combination of load hours, lab hours, office hours or regularly scheduled meetings exceed 9 credit hours (or 19 hours per week) per semester.

       NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance. The College

reserves the right to change this policy based on a change in the calculation of academic semesters or state/federal regulations.

b. **Adjunct Instructor Full-Time Equivalency (FTE):** The College uses the IRS Safe Harbor method for determining the FTE of Adjunct Instructors. FTE for this employment group is calculated by using the safe harbor rate of 2.25 work hours for every part-time (adjunct) credit hour. For example, an adjunct taught 3 credit hours in a semester and had no other required responsibilities. The FTE calculation would be 3 x 2.25 = 6.75 hours.

c. **Adjunct Instructor Benefits and Paid Leaves:** Adjunct faculty are not eligible for benefits and do not accrue paid leaves.

2. **Full-Time Instructors:** Full-time instructors fulfill basic functions of curriculum design, development, and evaluation; instruction; identification and assessment of appropriate student learning outcomes; student advising; research and creative activity; and institutional, community, and professional service.

a. **Fair Labor Status Act (FLSA) Status:** Full-time instructors are considered salaried exempt positions under the Fair Labor Standards Act (FLSA).

b. **Full-Time Instructor Teaching Loads:** Coastal Alabama Community College complies with ACCS Board Policy 608.01 and Chancellor's Procedures 608.01 by basing full-time faculty status on teaching load, which is determined by credit hour production or contact hours dependent on the program of study. Each full-time instructor shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, with the option to work summer semesters when course loads are available. In using the contact hour method of calculation, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week. A full-time teaching load during the summer term is 12-13 credit hours or the equivalent. Using the contact hour calculation for summer term, a full-time faculty member should not exceed 30 direct student contact hours per week. Full-time faculty members must work a minimum of 35 hours per week, exclusive of lunch and other regularly scheduled breaks.

c. **Benefits and Leaves:** Regular full-time instructors are eligible for health insurance benefits as well as other fringe benefits as described in the Benefits and Leaves and Time Off Policies.

3. **Regular Full-Time Salaried and Hourly Staff:** Regular full-time staff may be designated as either salaried exempt or hourly non-exempt based upon eligibility under the Fair Labor Standards Act (FLSA). Employees within this

classification hold budgeted positions (either through operating funds or grants).

a. **Full-Time Status:** Full-time means working a regularly scheduled fixed 20 hours or more per workweek.

b. **Benefits and Leaves:** Regular full-time salaried and hourly staff are eligible for health insurance benefits as well as other fringe benefits as described in the Benefits and Leaves and Time Off Policies.

4. **Regular Part-Time Hourly Staff:** A part-time employee is in a non-exempt position under the Fair Labor Standards Act (FLSA) that is 19-hours or less per workweek.

   a. **Benefits and Leaves:** Part-time staff are not eligible for benefits and do not accrue paid leaves.

      NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance.

5. **Supervisor/Manager:** A Supervisor or Manager is a position that has the authority to, in the interest of the employer, https://www.law.cornell.edu/definitions/uscode.php?width=840&height=800&iframe=true&def_id=29-USC-1193469627-1967365141&term_occur=999&term_src=title:29:chapter:7:subchapter:II:section:152 request or recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline of other employees, or the responsibility to direct these actions.

   a. A supervisor is prohibited from delegating these responsibilities to an employee in a non-supervisory position.

   NOTE: The terms Supervisor and Manager are used interchangeably.

6. **Temporary Employment:** Temporary employment is described as an employee who holds either an exempt or non-exempt position for a limited term of service. The College usually makes a temporary appointment or hire when:
   - It is a limited assignment or project that is expected to last at least ninety (90) days but not more than six (6) months or an academic semester, or
   - To fill a position that involves intermittent (irregular) or seasonal (recurring annually) work schedules, or
   - To augment the College's regular workforce when conditions create short-term staff shortages, or
   - To fill in for an employee to ensure service to students during periods of high volume.

7. **Temporary Full-Time:** Employees may be assigned to a temporary full-time appointment for up to one year. During the temporary appointment, the employee is eligible for health insurance and accrue paid leaves if the temporary full-time appointment is one year.

8. **Temporary Part-Time Employees:** Temporary part-time employees may experience irregular, or on-call work hours given the nature of their assignment. The College does not guarantee continuous employment or a specified number of hours for part-time employees whose schedules are determined by need or at the discretion of their immediate supervisors. Regardless of the employment status, all part-time employees are paid hourly in compliance with the Fair Labor Standards Act (FLSA).

9. **Other Employment Types:**

    a. **Consultants and Independent Contractors:** The College engages the services of consultants and independent contractors (non-employees) on a short-term or temporary basis. A consultant or independent contractor is not an employee and, therefore, not eligible for benefits nor accrue paid leaves. The IRS has strict criteria for determining whether an individual is an independent contractor or an employee. An independent contractor:
        - Must offer services to the general public on a consistent basis;
        - Cannot be a current Coastal Alabama employee;
        - Must not have been paid as an employee within the preceding twelve months. (Payments from Coastal Alabama will be documented by the issuance of an IRS Form 1099.);
        - Provides services to the College through a written scope of services;
        - Renders a service to the College for a specified time period and a specific amount of compensation;
        - Performs services for which the College does not have the authority to control the methods used to accomplish the results.

        NOTE: Contact the Human Resources Office before engaging services to determine the correct status.

    b. **Federal Work Study, Institutional Work Study Student Employees and Tutors:** Federal work study (FWS) student employees, institutional work study student employees, and tutors are defined as individuals who are enrolled at the College on a full-time or part-time basis and whose primary association with the College is related to the pursuit of an academic program. Student work hours may be limited based upon work study eligibility in Financial Aid. Student employees are paid hourly based on actual hours worked as recorded through timesheets. Student employees are not eligible to receive benefits nor accrue paid leave.

c. **Externally Funded (Grant) Employees:** These employees (either full-time or part-time) are hired into positions that are funded by grants for a defined period of time. Full-time employees working under a grant are eligible to receive benefits and accrue paid leaves. Part-time non-exempt hourly employees must follow FLSA guidelines and will be paid for actual hours worked. To avoid misunderstanding, employees hired under a grant agreement shall be informed of their status and conditions of employment under that agreement.

Grant-funded employment for either full- or part-time employees is conditioned upon the length of the grant and the funding available under the grant.

d. **Occasional or On-Call Employees:** Occasional or on-call employees are generally non-exempt under the FLSA and work intermittently and on a sporadic non-continuous basis. Pay is on a per hour basis.

e. **Staff Teaching as an Adjunct:** Full-time qualified salaried exempt staff who meet the qualification standards in the job description for an adjunct instructor vacancy may teach no more than three (3) courses or nine (9) credit hours per semester with primary supervisor approval. Staff on the B salary schedule are not eligible to teach as an adjunct for pay. Staff on the B salary schedule may teach as a volunteer.

All Coastal Alabama Community College employees are expected to devote their working hours to their primary job responsibilities at the College. Teaching, if not part of their primary job responsibilities, should be rare, but encouraged, if the need arises. Time away from an individual's regular work assignment to teach should not disrupt or adversely affect their departmental and specific job responsibilities.

- Conference hours, class preparation, other ancillary activities, and online instructional activities shall not be performed during regularly scheduled work hours. Any regularly scheduled work hours missed due to time spent in the classroom teaching or providing support for students (office hours) must be made up or submitted as annual leave.
- Qualified staff are entitled to receive the appropriate compensation as an adjunct faculty.

f. **Volunteers:** Volunteer workers are non-compensated individuals who provide valuable service, usually in the form of a project or event. Departments utilizing volunteers shall set the expectation of non-compensation and maintain a record of volunteer hours to be reported to

payroll for liability insurance purposes (if applicable). Volunteer workers shall not represent themselves as employees of the College.

- Existing Coastal Alabama employees may volunteer or otherwise perform services for the College on an unpaid basis if all the conditions listed below are met:
  - There is no expectation of pay;
  - The volunteer activity is at the employee's own initiative;
  - The volunteer activity is during the employee's own time (not during regular work hours or, if during work hours, the employee's direct Supervisor has approved the volunteer activity in advance as to not impede with the employee's work or creates an undue hardship on the department); and
  - The duties performed as a volunteer are not similar or identical to the employee's regular job duties and responsibilities.

10.02.04 **Recruiting and Hiring New Employees:** It is the policy of Coastal Alabama Community College's to ensure compliance with federal and state law, and the Alabama Community College System (ACCS) Board Policy 602.02, Chancellor's Procedures 602.02, Board Policy 603.01, Board Policy 605.02, and Chancellor's Procedures 605.02 related to the posting of vacancies and hiring of new employees.

1. **Posting a Vacancy:** The President shall post notices for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules, except those for President.

   a. **Duration of Posting:** All vacancy notices shall be posted on the institution's website at least seven (7) calendar days before the position is to be filled. Some positions may require a 14-day posting.

   b. **Notice of Vacancy:** The vacancy notice shall include, but is not limited to, the following:
      - Job description;
      - Title;
      - Required qualifications;
      - Salary schedule;
      - Amount of Pay;
      - Information on where to submit an application;
      - Information on any deadlines for applying;
      - A contact telephone number for questions;
      - Any other relevant information.

   c. **Internal Posting:** Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices

must be posted in accordance with Section I before the position is to be filled.

d. **Continuous Posting:** For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or hourly employees only, a continuous vacancy notice may be posted on the institution's website and may state "open until filled." However, a continuous vacancy notice must be posted at least 7 days prior to hiring.

e. **Temporary/Interim Positions:** Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with Section I.

2. **Search Committees:** The purpose of a search committee is to facilitate the sourcing and review of a robust and qualified pool of job applicants, as well as to advise the hiring manager of candidates who best meet the needs of the position and the College. Search committees are required at the discretion of the Human Resources Office and must be approved by the President prior to the posting of a vacancy. If the hiring manager requests a search committee, the membership of the search committee must have ethnic and gender diversity.

   a. **Responsibilities of a Hiring Manager and/or Search Committee Member:** The Hiring Manager and members of a search committee are required to comply with the following responsibilities:
      - The Hiring Manager appoints members of the committee. Gender and racial diversity within the committee make up is encouraged. The Hiring Manager may contact the Human Resources Office for assistance in developing a search committee. If a search committee is required, the Hiring Managers must provide the Human Resources Office with a list of individuals on a search committee.
      - All Hiring Managers and search committee members are required to follow the procedures below.
      - All Hiring Managers and search committee members are required to comply with all federal and state law related to recruitment and selection of employees.
      - To protect the privacy of applicants and to minimize risk to Coastal Alabama Community College, Hiring Managers and members of any search committee are prohibited from:
        - Distributing application materials;
        - Disclosing the name(s) of, or any information about applicants to anyone outside the search committee.

- Hiring Managers and search committee members are required to remain cognizant of the fact that they represent the College in their dealings with job candidates, which is an especially crucial part in the integrity of every recruitment process.
- Hiring Managers and search committee members are required to remove themselves from the hiring process (including the screening and interview process) if a personal relationship exists between the applicant/candidate and the Hiring Manager or search committee member. A personal relationship may include a familial relationship, friendship, or any other relationship that would cause the Hiring Manager or search committee member to have a conflict of interest in the screening/hiring process.

3. **Hiring:** The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the College, except the Presidency.

   a. The Hiring Manager and/or search committee will conduct interviews following the procedures below to determine the best qualified individual for the vacancy. Based on the results of this information, qualified and screened finalists are forwarded to the Hiring Manager. Second interviews may be conducted, if applicable.

   b. The Hiring Manager determines the best qualified candidate for hire and recommends the individual for hire to Human Resources. Human Resources submits the individual for hire, including starting base salary, for approval. Upon approval, an offer of employment is made contingent upon a favorable background check. The submission of official college transcripts is required for all hires.

      NOTE: The College may require that applicants for faculty positions submit supplementary information from the attending college registrar to explain undergraduate courses that received graduate credit on the academic transcript prior to being considered for an interview. Failure to provide these documents may result in disqualification for consideration of a position.

      Refer to the College Transcripts Section.

4. **Transfers or Reorganizations:** Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.

5. **Retention of Search Documentation:** The Hiring Manager and/or search committee must forward all search documentation to the Human Resources Office. In addition, the Human Resources Office will retain all search documentation per documentation retention regulations.

10.02.05 **Onboarding New Hires:** It is the policy of Coastal Alabama Community College to comply with all federal and state laws and Alabama Community College System (ACCS) Board Policy 602.02, Chancellor's Procedures 602.02, and Board Policy 603.01 related to the legal employment of individuals.

The Human Resources Office manages all pre-boarding and onboarding activities for new hires. All pre-boarding documentation (including official transcripts, background checks, etc.) must be submitted to the Human Resources Office prior to the hire date (i.e., first day of work). Failure to provide these documents may result in the employee's immediate release and/or delayed hire.

1. **Required Participation:** All new hires are required to participate in Pre-boarding and Onboarding. Some rehires may be required to participate in Onboarding depending on the length of time between employment dates. Some temporary positions such as interim positions, internal hires, or student positions may not require the participation of a new employee orientation.

2. **IMPORTANT NOTICE:** All documentation (including official transcripts and background checks) must be received in the Human Resources Office before new employees will be processed for hire. The new employee may not begin working in any capacity (including training) prior to being processed or hired. Failure to provide these documents may result in the employee's immediate release and/or delayed hire. **Violation of this policy by the Hiring Manager may result in disciplinary action.**

3. **Required Onboarding Forms.** Specific items are required by federal law or Coastal Alabama policy in order to begin employment. These items include the following:

   a. **All Coastal Alabama Employees (excluding Federal Work Study Student Employees and Institutional Work Study Student Employees):**
      - All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.
      - Employees accepting a position requiring a professional certificate, license, or official educational transcript(s) must generally provide the appropriate document(s) before their employment date.
      - A criminal background investigation is completed after a contingent offer of employment is made. The College reserves the right to reject

an applicant for employment to certain positions if the completed criminal background investigation discloses a matter considered by the College, in its discretion, serious enough to warrant rejection of the applicant.

b. **Full-time Coastal Alabama Employees:** In addition to the items listed above, the selected candidate will receive an offer letter stating the *estimated* starting salary and initial date of hire. Final salary is dependent upon receipt of completed verification of employment (VOE) forms. The new hire must return all completed verification of employment (VOE) forms within 60 calendar days of the new hire start date. *NOTE: Exceptions made be made for the 60-day deadline in documented unusual circumstances with the President's approval.*

c. **Federal Work Study and Institutional Work Study Student Employees:** The employment process for federal work study (FWS) student employees and institutional work study student employees is coordinated in the Financial Aid Office.
   - All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.

4. **Onboarding and Orienting New Employees:** All new employees are also responsible for completing the appropriate new hire fire forms and online compliance training. Supervisors are responsible for departmental and job orientation for a new employee.

10.02.06 **Terminations of Employment (Offboarding):** It is the policy of Coastal Alabama Community College to comply with all federal and state laws, including the Students First Act, and Alabama Community College System (ACCS) Board Policy 618.01 as it relates to the termination or offboarding of its employees.

1. **Employer Rights:** The College retains the right to terminate the employment relationship for any lawful reason.

2. **Involuntary Terminations:** Employees subject to involuntary separations will receive a written statement letter and the final date of employment. All decisions to involuntarily terminate the employment of any employee must have a review and consultation of the Human Resources Office. The following are considered involuntary terminations:

   a. **Termination Due to Performance / Behavior:** An employee may be terminated for reasons that include, but are not limited to, performance deficiencies, willful violation of policy or procedure, failure to adhere to

conditions of employment, or serious misconduct. In most cases, a meaningful effort to address the issues will precede termination though in serious cases termination may occur without prior disciplinary action.

Refer to the Working Conditions Policy (Employee Discipline Section).

b. **Inactive Employment:** The employment status of a part-time employee who has not worked and received no compensation in the previous calendar year may be automatically terminated at the end of January of the following year.

c. **Layoff or Reduction in Force (RIF):** A layoff or reduction in force is a form of involuntary termination.

NOTE: An academic break is not a permanent layoff but a temporary absence from work due to a break in the academic calendar, including summer semester or any break between semesters or terms. A seasonal layoff is temporary and will occur due to seasonal needs or may occur at a time other than a break in the academic calendar. Employees on short-term layoffs that occur regularly each year due to academic breaks or holiday shutdowns do not qualify for unemployment compensation given that the employee will be called back to work on a specific date.

3. **Voluntary Terminations:** The following are considered voluntary terminations:

a. **Resignations:** All instructional personnel shall give written notice of resignation at least 30 calendar days prior to the beginning of a term. Each instructional staff member shall complete all instructional duties and be cleared by the President or designee for any term started, except by mutual written agreement by both parties.

All other personnel shall give written notice of resignation at least 30 calendar days prior to the effective date of resignation, except by mutual written agreement of the President or designee and employee.

b. **Retirements:** All employees must submit a letter to their supervisor and the President stating an intent to retire that includes a retirement date. This letter of intent is to be submitted on the first of a month 90 days before anticipated retirement is requested.

NOTE: Employees giving less than the required notice will be ineligible for rehire, including rehire into adjunct positions.

c. **Abandonment of Position:** Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the employing institution.

4. **Reemployment of a Separated Employee:** Employees who terminate voluntarily or who are laid off and are later reemployed by the College may be eligible for reemployment.

   Coastal Alabama will not re-employ anyone who was involuntarily terminated from employment at the College for serious misconduct.

PROCEDURE(S):

Background Check Procedures Chancellor's Procedure 623.01

1. Employment or volunteer service shall be contingent upon an acceptable criminal background check.

2. Each new hire or current employee convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the new hire or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to:
   - The proximity or remoteness in time of the conduct;
   - The risk of harm to persons or property of the institution;
   - The nature of the crime and likelihood of recurrence;
   - The nature of the job;
   - Any extenuating circumstances.

3. Within five (5) calendar days, an employee convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report.

4. Each institution shall require vendors with regular contact with students to perform background checks of their employees.

5. Each institution will develop procedures to ensure compliance with this policy.

Terminating Inactive Employees Procedures

1. Refer to the Terminations of Employment (Offboarding) Section.

Determining FLSA Status Procedures

1. When a new position is created, Human Resources will evaluate the job description and complete a FLSA Status Form to determine FLSA status.

Worker Classification – Employee or Independent Contractor Procedures

1. Hiring Supervisor/Manager completes a Worker Status Evaluation Form ***prior to*** retaining an individual(s) for services and submits it to the Human Resources Office.

   a. A Worker Status Evaluation Form is generally required each time an individual is to be retained. (See item 2 below for exceptions).

   b. A Worker Status Evaluation Form may be completed for an employment type when a Department expects to be retaining multiple individuals to provide services of the same type throughout, or for a specified period within, a fiscal year.

2. Human Resources evaluates the Worker Status Evaluation Form, determines the appropriate employment type (Employee or Independent Contractor), and returns the form to the Department for appropriate action.

3. Hiring Supervisor/Manager uses one of the methods below to establish a payment method:

   a. Payment as an Employee: Establish a position (regular or temporary) with Human Resources. Refer the Recruiting and Hiring New Employees Section for additional information.

   b. Payment as an Independent Contractor:

      1) Hiring Manager completes an Independent Contractor Agreement Form and sends completed form and blank IRS W-9 Form to the Independent Contractor for signature.

      2) Independent Contractor signs agreement and IRS W-9 Form and returns to the Hiring Supervisor/Manager.
      NOTE: Payment to Nonresident Aliens - all compensation to Nonresident Aliens must be made by a check through the Fiscal Services Office with proper documentation.

      3) Hiring Supervisor/Manager attaches the Worker Status Evaluation Form, Independent Contractor Form, and IRS W-9 Form to the Fiscal Services Office. New Vendor paperwork links are available at

https://coastalalabama.instructure.com/courses/12257/pages/employee-resources.

4) The Fiscal Services Office creates a vendor number and notify the hiring Supervisor/Manager to enter a requisition.

5) Hiring Supervisor/Manager follows the Fiscal Services Office requisition procedures in Banner to request payment. Once the requisition is approved and a PO number is created the Supervisor/Manager can submit the copy of the contract, invoice and any other necessary backup to the Fiscal Services Office.

6) If applicable, the Fiscal Services Office reviews all documentation for compliance and forwards to Accounts Payable for processing and final payment of invoice.

Staff with Teaching Assignments Procedures

1. **Primary Supervisor Approval:** Employee must seek authorization from their primary supervisor indicating interest to teach outside work responsibilities each semester. Request must include course, location, and time(s). Approval of arrangements for one semester does not guarantee ongoing approval of the same or similar arrangements.

2. **Teaching Limits Per Semester:** Qualified Staff may teach no more than three (3) courses or nine (9) credit hours per semester with pre-approval of the employee's primary supervisor.

3. **Missed Work Hours:** Any work hours missed must be made up or submitted as annual leave.

4. **Responsibility of Primary Supervisor:** It is the responsibility of the primary supervisor to review and approve the direct report's request to teach courses outside of their regular work responsibilities, in consideration of the department's priorities. In addition, the primary supervisor must monitor work hours missed by a direct report due to the teaching assignment(s) and ensure work hours missed are made up outside their regularly scheduled hours or submitted as annual leave. The primary supervisor must monitor the performance of the direct report and take appropriate action if work performance (such as quantity or quality of work) is negatively impacted by the teaching assignment(s).

Request to Fill a Position in NEOED Procedures

1. **Review the Posting a Position Requirements:** Review the posting requirements above. This section includes ACCS policies as referenced in the Policy/Purpose section of this document.

2. **Review the existing job description or write the new job description (for a new position):**

   a. Contact the Human Resources Office for assistance in updating or writing a new job description. The job description must have similar (or the same) education and/or experience requirements for like positions within the same salary schedule.

   b. The Human Resources Office will update the job description on file and notify the Hiring Manager once available in NEOED to move to the next step of creating a position requisition. If the existing job description does not need updated, the hiring manager may move to the next step of creating a position requisition.

3. **Create a Position Requisition in NEOED (Request to Fill a Position):**

   a. Log into NEOED https://login.neoed.com/authentication/saml/login/accs.

   b. Once logged into the Unified Dashboard, select the "Recruiting" link on the left side of the page, then select "My Requisitions" at the top of the page and select the Create a Requisition button.

   c. Begin completing the requisition form (1. CREATE step). All fields marked with a red asterisk (*) are required.
      - College/Department/Division (this is the department in which the position is being paid from) – *NOTE: search for the applicable College by typing in the Coastal VPDI code (COASTL).*
      - Job Description – *NOTE: search for the applicable Job Description by typing in the Coastal VPDI code (COASTL).*
      - Working Title – *Enter if differs from title on Job Description.*
      - Desired Start Date – *Enter desired hire date. Please account for time it takes to recruit, offer, hire and complete new hire onboarding (should the first day of the month).*
      - Hiring Manager – *Select yourself (the supervisor of this position) and Katlyn Wing (recruitment HR liaison)*
      - Job Type – *Enter the applicable Job Type from the pulldown menu:*
      - List Type - *This is not required and can be left blank.*
      - Position – *MUST BE LEFT BLANK.*
      - Number of Vacancies - *Enter the number of intended hires. Note: HR cannot process more hires than what is approved.*
      - EEO/Census Data Template - *This is not required and can be left blank.*
      - Salary Schedule – *Enter the salary scale/range indicated on the job description or enter "unknown".*
      - Salary Grade – *Enter the salary scale/range indicated on the job description or enter "unknown".*

- Hourly Rate (if applicable) – *Enter the standard hourly rate (if applicable) or leave blank.*
- Justification (select all that apply)
- Justification – *Explain why this position is needed (for example, use data or other factual evidence of why the position is needed).*
- Minimum Qualifications (List minimum Required/Recommended or attach document) – *Enter any changes in minimum qualifications OR enter N/A.*
- Preferred Qualifications - *Enter any changes in preferred qualifications OR enter N/A.*
- Reports To (Supervisor Name & Title) – *Enter supervisor name and position title.*
- Is the position budgeted in the current fiscal year budget - *Please select yes or no to indicate if position is in the current budget.*
- FOAP (Account/Labor/Budget Number) – *Enter FOAP or "unknown" if you do not know the FOAP.*
- Is this a grant funded position? - *Select yes or no if the position indicating if the position is grant funded.*
- If yes, please identify grant name - *Provide any additional pertinent details for the grant such as Name.*
- Additional advertisement venues requested – *Enter any additional advertising you are requesting OR leave blank.*
- Work hours/days – *Enter work schedule for this position.*
- Campus Location – *Enter the base campus location for this position.*
- Proposed Committee Members – *Enter the names of the employees on your proposed search committee.*
- Position Details (New Position?) - *This is not required and can be left blank.*
- Comment - *Please add any additional comments.*

d. Click Next to 2. APPROVALS step. An approval hierarchy is set up for you. Approvals should include:
   - Dean level Administrator. *NOTE: if the Dean level Administrator is incorrect, please select the "pencil" icon to correct the name to the appropriate Dean level Administrator.*
     - Budget (CFO)
     - President
     - Human Resources

   NOTE: if you do not see an approval hierarchy or you receive an error, please contact the Human Resources Office.

e. Click Next to 3. ATTACHMENTS step.
   - Attach any additional information for the recruitment process (if applicable).

f. Click SUBMIT to submit the requisition for approvals.

NOTE: You may select Save & Exit during any point in the process if you are not ready to submit your request.

g. Once submitted the requisition will appear on your dashboard.

4. **Approval of Requisition:** All approvers in the approval hierarchy will receive an email notification from NEOED that a requisition is pending approval. The requisition creator will receive an email with status update on the requisition approval.

   NOTE: All unapproved requisitions will be cancelled after 6 months of inactivity and must be resubmitted for approval.

Posting and Recruitment Procedures

Upon approval of an employment requisition, the following procedures are followed for the posting and recruitment of a vacant position.

1. **Position Requisition Assigned to Human Resources:** Human Resources assumes responsibility for the recruitment procedure in NEOED by assigning a Human Resources staff as the "analyst" for the requisition. The analyst will manage the recruitment life cycle for the requisition.

2. **Human Resources / Hiring Manager Meeting:** Human Resources meets with the Hiring Manager in advance of posting the vacancy to discuss and confirm the following details of the search:

   a. Review and update of job posting.

   b. Determine application supplemental questions that ensure applicants meet the minimum required criteria of the position.

   c. Confirm Search Committee members (if applicable).
   NOTE: Search Committees must be approved by the President in advance.

   d. Completing the Recruiting and Hiring Timeline Form. Human Resources and Hiring Manager develop a timeline for recruitment activities to ensure that an offer of employment is made within the agreed upon time-period.

      NOTE: Due dates agreed upon in the timeline are sequential; therefore, Human Resources may not move forward in the recruitment procedure until certain tasks have been completed. Per ACCS Policy 602.02, non-supervisory/management positions must be posted a minimum of seven (7) days. positions. All supervisory/management and new positions must be posted a minimum of fourteen (14) days.

e. Develop position advertising strategy. Human Resources and Hiring Manager will determine the appropriate advertising media for the vacant position and discuss associated advertising expenses.

3. **Posting and Advertising the Vacant Position:**

   a. Human Resources creates a position posting in NEOED and associated advertising is prepared. The position posting and advertising provides detailed information about the position as reflected in the job description.

   b. All positions are advertised online on the Coastal Alabama website, Indeed.com, and Alabama Community College System (ACCS) website. Additional advertising media may be considered, depending upon the position.

   c. If the Hiring Manager decides to cancel or modify the job posting, Human Resources must notify all applicants in writing of the changes and whether or not the applicants who applied for the first posting will be considered if the position is re-posted.

4. **Meeting with Search Committee (if applicable):** It is recommended that the Hiring Manager schedule an initial meeting with a representative from Human Resources and the Search Committee members to discuss confidentiality, job related criteria, objective evaluation of candidates.

5. **Pre-Screening of Applicants Received:** After the closing date of the job posting, Human Resources pre-screens all applicants based upon the required qualifications referenced in the job description and any required supplemental documents or questions requested by the Hiring Manager. Human Resources will forward applicants that meet the pre-screening criteria in NEOED for Hiring Manager Review.

6. **Hiring Manager Confirms Interview Questions.** The Hiring Manager will generate a list of interview questions that reflect the advertised qualifications and selection criteria. Interview questions must be asked of all applicants interviewed. There are certain interview questions that cannot be asked, based on specific legal requirements under Federal and/or State law. The Hiring Manager must ensure interview questions are legal by asking interview questions that are job-related. All interview questions are to be reviewed by Human Resources to ensure consistency and the removal of non-qualifying questions. This step must be completed prior to the release of candidates to the Hiring Manager / Search Committee.

7. **Hiring Manager Screening of Applicants:** After Human Resources screens applicants for minimum qualifications, the Hiring Manager will receive an email notification to screen applicants.

   NOTE: Hiring Managers are required to avoid bias in the screening, interview and selection process.

a. Hiring Manager and/or Search Committee receives an email from NEOED (info@NEOEd.com) notifying them of applications awaiting SME (subject matter expert) Review.

NOTE: only Hiring Managers are able to "pass or fail" applicants. Search Committee members have "view only" access.

b. To review applications, go to https://login.neoed.com/authentication/saml/login/accs and log in.

c. If you are not already viewing your dashboard page, click Dashboard from the upper left.

d. Click on Job.

e. Click on the name of the first Candidate to be reviewed. The application will display along with work experience and education for you to review.

f. Review the applicant's application and resume against the position description. Select Pass or Fail based upon the applicant's credentials in comparison to the job description. *NOTE: You will only receive applicants to review who meet the required qualifications in the position description.*

1) If you select a candidate to move forward with the recruitment procedure, select the Pass button and Click Submit.

2) If you select a candidate to not move forward with the recruitment procedure, select the Fail button and select the "Inactivation Reason." *NOTE: Only use "Not Best Qualified" for this purpose.*

NOTES:

- *Never use the "Other" button when evaluating Candidates. The "Other" button will not move them forward in the recruitment procedure, nor remove them from consideration.*
- *You must click Complete Review or nothing gets saved.*

g. Continue reviewing until all Candidates have been reviewed.

h. Click Complete Review
- Click OK to notify Human Resources your screening is complete.
- The date and time of your last completed review notification will display.
- You will receive an email from NEOED (info@NEOEd.com) that the SME Review is Complete.

i. While screening and interviewing, the Hiring Manager and/or Search Committee are required to follow the steps below to ensure equity and objectivity in the recruitment process:

1) Ensure that the applicant meets the required criteria of the position. The job description is posted on the Coastal Alabama website posting.

2) Recognize and avoid selection / interview bias. Remain as objective as possible during the screening and interview processes. Keep the following potential biases in mind:

- *Stereotyping* - Attributing certain characteristics to a particular group of people. For example: Referring to the person in a position as "she" or "he" because of a stereotype.
- *Halo effect* – Regarding highly an individual who has a characteristic you particularly like while disregarding other qualities. For example: Selecting an applicant because they went to the same school or assuming the applicant will be a good employee based on your similar interests. Conversely, disregarding someone because they are not like you.
- *First Impressions* – Judging prematurely based on appearance, handshake or voice. The first impression made in the first few minutes of an interview can bias the rest of the interview process.
- *Contrast* – Measuring against the last person screened/interviewed. For example, selecting a candidate based upon a comparison of other interviews because "that's the best option we have at the time."
- *Projection* – Attributing our own motives to others.

NOTE: Keep the identity of all applicants confidential. People are naturally curious about who applies for vacant positions. The identity of all applicants for employment are to be kept in the strictest of confidence. This is especially important due to internal applicants desiring job advancement.

8. **Select & Schedule Candidates for Interview:**

a. Human Resources will confirm with the Hiring Manger how many top Candidates should be referred for interviews (best practice is 5-10 candidates for a first round of interviews.)

b. Human Resources will contact the Hiring Manager for dates, times, and location of interviews.

c. Human Resources will set up candidate interview self-scheduling in NEOED.

NOTE: Hiring Manager does <u>not</u> coordinate nor schedule interviews with candidates.

d. As each candidate schedules their interview, the Hiring Manager and Human Resources will receive email notification that an interview has been scheduled.

NOTE: Add this interview to your Outlook calendar by selecting the Outlook link.

9. **Interviewing Candidates:** Interviews may include remote interviews (Zoom or Teams), telephone interviews, or face-to-face interviews; however, it is recommended that all interviews be scheduled in the same manner (for example, if Zoom interviews are scheduled, all interviews must be Zoom interviews). During the interview, the pre-approved list of interview questions must be used. The Hiring Manager and/or Search Committee must ask the same interview questions of all Candidates. It is vital that consistency is maintained in order to make an objective and legal selection. If the Candidate has a visible disability, the interview question must focus on the Candidate's ability to do the essential functions of the position "*with or without accommodation".*

   a. Use interview evaluation document provided by Human Resources for each candidate interviewed.

   b. Total scores for each candidate interviewed.

   c. Select candidate for hire based upon cumulative scores of highest scoring candidate.

10. **Use of Testing Tools:** All testing tools must be reviewed and approved by Human Resources to validate and ensure compliance with EEO/AA principles and guidelines.

11. **Search Documentation:** The Hiring Manager and Search Committee must forward to Human Resources all documents developed during the recruitment process to be maintained for according to state record retention laws.

Selection Candidate for Hire Procedures

1. **Hiring Manager Recommends a Candidate for Hire:** The Hiring Manager notifies Human Resources of the candidate recommended for hire.

2. **Human Resources Completes Offer Process in NEOED:** Human Resources creates the offer process approval in NEOED. The offer process must include the following approvals:
   - Dean
   - Budget Approver
   - President
   - Human Resources

   NOTE: Full-time salary placements may require Chancellor approval.

3. **Make Offer of Employment to Candidate:** Once ALL approvers have approved the Candidate for offer, Human Resources will call the Candidate with an offer of employment and will offer rate of pay on salary table based upon years of relevant experience. Candidates are generally allowed up to three (3) business days to consider an offer.

4. **Candidate Accepts Offer:** If Candidate accepts the offer, Human Resources will send an offer of employment letter via NEOED or email. An offer of employment is contingent upon the following:
   - Candidate providing documentation establishing eligibility to work in the United States as required by Federal Law no later than the first day of employment.
   - Satisfactory results of required background check.
   - Satisfactory completion of required employment forms and state required training.
   - Salary contingent upon the return of Verification of Employment (VOE) Forms completed by current or former employers for all relevant work experience (full-time employees only).

5. **Candidate Declines Offer:** If Candidate declines the offer, Human Resources will contact the Hiring Manager to determine if another Candidate qualifies for the position to hire or if the Hiring Manager would prefer to repost the position.
   - Human Resources updates the candidate's record in NEOED with a "Withdrew" status.
   - Human Resources rejects remaining Candidates in NEOED not qualified for the position.

6. **Rescind an Offer:** Under certain circumstances, it may be necessary to rescind a contingent offer of employment. In the event it is appropriate to rescind an offer, Human Resources will notify the Hiring Manager and Candidate in writing. These circumstances include, but are not limited to the following:
   - Candidate fails to comply with established timelines associated with the pre-employment screening process;
   - Candidate's background check is not satisfactory;
   - Candidate omits or falsifies information on the application or related documents.

Pre-boarding Procedures

1. **Notifying New Hire of Pre-Boarding / Onboarding:** Upon verbal acceptance of the offer of employment, the Human Resources Office will move the candidate to the Pre-board/Onboard phase of employment. The Pre-boarding phase includes a pre-boarding email from the Human Resources Office to request the completion of employment forms.

2. **Pre-employment Testing:** Pre-employment testing is conducted for validation of competencies as needed.

   a. To ensure the College maintains a safe and productive work environment, Human Resources conducts pre-employment background checks on all new employees for

hire, except federal work study and institutional work study student employees. Some positions may require additional testing, depending upon the position.

A background check authorization must be completed prior to the hire date. Background checks will include, at a minimum, the following:

- A criminal record check covering a minimum of seven (7) years, although a criminal conviction does not automatically bar an applicant from employment; and
- A sex offender search.

The new hire must have completed the required testing prior to first day of employment. Human Resources must generally receive satisfactory results from all required background checks within seven (7) days from the date of hire to continue employment.

3. **I-9 Verification:** To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. All employees must complete Section 1 of the I-9 form within three (3) days of the hire date (first day of employment at Coastal Alabama). All employees must provide appropriate I-9 documentation within three (3) days of the hire date, (List of Acceptable Documents is found on the I-9 form). Employees who fail to complete the I-9 within three (3) days of their hire, date cannot begin work at Coastal Alabama. In addition, Coastal Alabama complies with the *Immigration and Nationality Act* and does not discriminate against individuals based on their citizenship or immigration status, or based on their national origin, in the *Form I-9* process.

   a. **I-9 Retention:** Coastal Alabama must retain a valid I-9 for all its active employees. Once an employee has terminated, I-9 forms are retained for three (3) years from the hire date or one (1) year beyond the employee's termination date, whichever date is later.

   b. **I-9 Re-Verification:** Federal regulations require Coastal Alabama to update and/or re-verify the I-9 form when one of the following occurs:

      1) An employee is terminated and later re-hired by the College. The original I-9 is valid only when the employee is re-hired within three (3) years of the original hire date. Otherwise, a new I-9 form and E-Verify report must be completed. A new E-Verify report must be completed for all re-hires.

      2) An employee's work authorization is about to expire and a new or extended status has been approved, or the employee's status has changed to another non-immigrant or to immigrant status. No new E-Verify report is required for work authorization re-verifications.

3) Re-verifications for terminated employees who are re-hired within three (3) years of the original start date should re-verify their I-9 with Human Resources.

Onboarding Procedures

1. **E-Verify:** E-Verify is a web-based program administered by the U.S. Department of Homeland Security (DHS), USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records, and whether the new hire is authorized to work in the United States.

   a. The E-Verify website requires Human Resources to submit the following information about the new hire/re-hire:

      1) Whether the employee attests to be a citizen or national of the United States; a noncitizen national; a lawful Permanent Resident (with Alien #); or an alien authorized to work (with Alien # or Admission #).

      2) Employee Information required for the form I-9 includes first and last name, middle initial, maiden name, social security number, date of birth, passport number, alien number, visa number, I-94 number and passport expiration date (if applicable).

   b. Human Resources is required to submit an initial verification query on the E-Verify website *within three (3) business days* of the employee's hire date. If the query is not submitted within that timeframe, Human Resources must note the reason for the delay and attach it to the form I-9.

   c. After the query is submitted, DHS will respond in one of the following ways:

      1) Employment Authorized: This response indicates employment eligibility is verified and the case may be resolved.

      2) SSA Tentative Non-confirmation (SSA TNC): This response indicates the employee's Social Security information could not be verified. The employee must be notified of the TNC response and referred to SSA if he or she contests the SSA TNC.

      3) DHS Verification in Process: This response indicates the non-citizen's information provided to SSA matches the information contained in SSA records, but did not match DHS' records. The case is then automatically referred to DHS for further verification. Human Resources does not need to take any action at this point. DHS will respond to most of these cases within 24 hours, although some

responses may take up to three (3) Federal government workdays. Human Resources should check the system daily for a response.

d. Human Resources writes the Case Verification Number (CVN) from the website on the employee's I-9 form and proceeds accordingly.

2. **International Students (pending re-authorization):** All new international students hired at Coastal Alabama and authorized to work in the U.S. with an F or J visa are required to complete an I-9 form. The original I-9 form, supporting documents and E-verify report are retained in Human Resources along with a copy of the work authorization.

3. **Official College Transcripts:** All employees must provide official college transcripts prior to the first day of employment. Staff may provide the official college transcript for the highest degree earned. Instructors (full-time and adjunct) are required to provide **all** official college transcripts.

   NOTE: Human Resources will allow a grace period of one academic term for the new employees to submit official college transcripts. Failure to submit official college transcripts past the deadline may result in separation of employment.

4. **Department Onboarding:** The hiring manager will complete department onboarding of the new hire.

   a. Use the Onboarding New Hire Checklist Form to ensure a consistent practice of new employee onboarding.

   b. Introduce new employees to coworkers.

   c. Review job description with new employees.

   d. Provide new employees with the resources, information and training they need to carry out their work safely and effectively.

   e. Ensure that new employees complete online mandatory training.

   f. Set reasonable performance goals, standards and deadlines with all new employees during their initial period of employment.

   g. Conduct evaluations to review and answer any questions new employees may have regarding job tasks, goals, teams, institutional objectives and department outcomes.

   h. Ensure that new employees have an employee mentor who will assist in understanding the Coastal Alabama culture, mission and values.

i. All departmental onboarding checklists should be returned to the Human Resources Office for placement in the employee personnel file.

Voluntary Terminations (Resignations / Retirements) Procedures

1. **Resignations:**

   a. Employees who decide to resign from a position at the College should give written notice of his or her intention to leave. It is preferred that the resigning employee provide no less than two (2) weeks in advance, to allow supervisors in the department sufficient time to assess their needs in replacing the individual, and to allow time for processing of final salary and other payments upon termination. *Note: Job abandonment is considered a resignation.*

   b. Executive level employees should provide written notice, preferably no less than two (2) months' notice.

   c. Employees who voluntarily terminate the employment relationship are expected to work the entire notice period unless leave time is otherwise approved by the Supervisor.

   d. Voluntarily terminating employees who are rehired may be subject to the College's policy on Reinstatement of Former or Laid Off Employees in section 12.02.02.

   e. Written notice of resignation must be sent to the direct supervisor and the Human Resources Office. Once received, the Human Resources Office will initiate the separation procedures through NEOED.

   f. The separating employee, supervisor, and Help Desk will receive offboarding tasks to compete in NEOED.

2. **Retirements:**

   a. Employees retiring are required to provide no less than ninety (90) days' written notice prior to the last actual working day. Failure to provide adequate notice of retirement will result in the employee being ineligible for rehire. Exceptions are evaluated on a case-by-case basis and approved by the President.

   b. Employees eligible for retirement from the Retirement System of Alabama (RSA) must contact the Coastal Alabama Community College Payroll Office to begin the retirement process.

c. Written notice of retirement must be sent to the direct supervisor and the Human Resources Office. Once received, the Human Resources Office will initiate the separation procedures through NEOED.

d. The separating employee, supervisor, and Help Desk will receive offboarding tasks to compete in NEOED.

Involuntary Terminations (Discharges, Inactive Employment, Layoffs, etc.) Procedures

1. **Discharges:**

   a. Refer to the Working Conditions Policy (Employee Discipline Section).

   b. Notification of a non-voluntary termination is in writing. This document will include information regarding final pay and benefits upon termination.

   c. In the case of a discharge, College Police will assist the discharged employee to exit Coastal Alabama property.

   d. The Human Resources Office will initiate the separation procedures through NEOED.

   e. The supervisor and Help Desk will receive offboarding tasks to compete in NEOED.

NOTE: All discharge meetings must include a representative from the Human Resources Office.

2. **Inactive Employment:** The employment status of a part-time employee who has not worked and received no compensation for the prior calendar year (i.e., no annual W2 is issued) may be automatically terminated at the end of January of the following year.

   a. A query of inactive employees will identify employees who were not paid the previous calendar year.

   b. Human Resources will validate the data.

   c. Human Resources will send an email to the supervisor(s) to let them know that the employee(s) has not received any pay for the previous calendar year and therefore will be terminated.

   d. Human Resources, Director, and Instructional Officer will meet to discuss employees on the inactive termination list.

NOTE: Supervisors will have the opportunity to request to "hold" termination due to inactive status for up to one year. Request must include rationale for the request. Exceptions are made on a case-by-case basis.

e. Human Resources will notify the employee in writing (via email or letter).

f. Human Resources will terminate the employee in Banner.

g. The Human Resources Office will initiate the separation procedures through NEOED.
   - The supervisor and Help Desk will receive offboarding tasks to compete in NEOED.

Layoffs / Reduction in Force (RIF) Procedures

1. Notification of a layoff or RIF termination is in writing. This document will include information regarding final pay and benefits upon termination.

2. The Human Resources Office will initiate the separation procedures through NEOED.

3. The supervisor and Help Desk will receive offboarding tasks to compete in NEOED.

Termination of Employment Processing Procedures

1. Terminating employee provides a resignation and/or retirement letter to their supervisor within the recommended notice above and submits a final timesheet (if applicable) prior to last day of employment. The President must sign all resignation and retirement letters.

2. Supervisor notifies Human Resources of resignation / retirement upon receipt of resignation.

   NOTE: Any termination of employment, whether voluntary or involuntary, will be treated in a confidential, professional manner by all concerned. Human Resources will share the relevant termination information with others at the College as deemed necessary to complete the termination process and to resolve any related issues.

4. Human Resources sends a termination notice via email to employee's who terminate voluntarily. The email includes the following information:

   a. The employee may schedule a confidential exit interview with a Human Resources representative.

   b. A summary of the exit process, including final pay and benefit information.

5. Supervisor schedules an exit meeting with the terminating employee to collect equipment, keys, etc. before the last day of employment and completes the Employment Termination Checklist Form prior to the departure of the terminating employee and returns completed form to Human Resources as soon as possible, but no longer than two (2) business days.

   NOTE: Failure to return some items may result in deductions from final paycheck.

6. Human Resources Office finalizes termination procedure by collecting final exit paperwork, terminating benefits, and requesting final compensation from the Payroll Office. Human Resources termination processing includes:

   a. Benefits upon Termination: Benefits information related to continuation of medical, dental, and vision coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) is mailed to the employee by Public Education Employees' Health Insurance Plan (PEEHIP).

   b. Unused Sick Leave: Unused sick leave is not paid upon termination from employment.

   c. Accrued and Unused Annual Leave: Employees will receive any accrued and unused annual leave on record to be paid out upon termination from employment on the employee's final paycheck.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to Pay and Salary Administration Policy.
Refer to Working Conditions Policy (Employee Discipline Section).