

**3358: 14-3-02 Employment.**

Policy statement: Northwest state community college believes in a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is achieved through a competitive recruitment and employment process that provides qualified and diverse employees.

- (A) The human resources department is responsible for classifying positions properly and applying the appropriate pay and grade or class.
- (B) The human resources department is responsible for the establishment of procedures for creation and revisions to job descriptions.
- (C) The human resources department is responsible for the establishment of procedures for the employment of all employees.
- (D) To more adequately safeguard students and staff members, the board of trustees of Northwest state community college requires an inquiry into the background of final candidate upon acceptance of contingent offer of employment. This excludes applicants for student employment.
- (E) The final determination of all hiring decisions rests with the president. Former and retired employees of the college are eligible for rehire on a case-by-case basis only after written or electronic approval of the president

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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Certification

03/04/2015

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Date

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Statutory Authority: 3358  
Rule Amplifies: 3358