

GRAYS HARBOR COLLEGE
Operational Policy

Subject: RECRUITING AND HIRING

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ALL Permanent Employees

Operational Policy Number: 653

Date adopted: June 19, 2007

It is the policy of the Board of Trustees of Grays Harbor College that the most competent persons available be recruited and employed by the college. Employees are to be selected as a result of an objective judgment of their competence and general suitability for the position to be filled. In making decisions regarding selection of employees, the College's commitment to diversity shall be considered.

Grays Harbor College's recruitment and selection process will comply with all regulatory statutes including Title VII of the 1964 Civil Rights Act as amended, Americans with Disabilities Act of 1990, the Uniform Guidelines for Employee Selection, Chapter 231-16 WAC, RCW 49.60 (Washington State Law Against Discrimination), and any future regulations or amendments as applicable.

The President of the College and the Chief Human Resources Officer (CHRO) have the authority to terminate, modify or extend recruitment as determined appropriate or necessary to ensure achievement of policy and procedural integrity.

GHC has the continuing responsibility to follow the principles of equal employment opportunity and to conduct outreach where analysis of current employment shows under representation of historically disadvantaged populations. The principles of equal employment opportunity and non discrimination are hereby incorporated into this policy and the Human Resources Office shall have the responsibility for monitoring compliance.

Approved by:

Rebecca Chaffee, Board Chair

Date