

Chapter 7 – Human Resources

AP 7122 Recruitment and Hiring: Management Employees

References:

Education Code Sections 87100 et seq., 87400, and 88003; Accreditation Standard III.A

Applicant Travel Reimbursement

The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for management employment interviews.

Eligibility for Reimbursement

Management applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview for the following classifications of positions will be eligible for the reimbursement.

Reimbursable Expenses

- A. The College shall reimburse up to a total of \$500 for actual and necessary traveling expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.
- B. Travel may be by air, private or rented automobile, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses, such as cab fare, shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Vice President, Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.
- C. Mileage for using one's own car shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for air fare.
- D. Reimbursement is limited to the expenditures incurred by the applicants on behalf of themselves only.
- E. The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring manager(s).

Required Documentation for Reimbursement

Applicants shall submit to the Office of Human Resources a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days after completing travel. Original receipts for lodging and carrier expenses must be submitted in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.

Management Employee Selection Procedures

The following provisions are applicable to all management positions, excluding the position of College President/CEO.

- A. Vacancy - A Request to Fill Form (for new position or replacement), approved and signed by the appropriate Vice President or the College President/CEO, shall be submitted to the Office of Human Resources. Such request should be accompanied by a current job description for the position. The Vice President or College President/CEO will issue instructions to the Office of Human Resources regarding filling the open position after the position has been approved by Fiscal Services and President's Cabinet.
- B. Recruitment - It is the policy of the College that all vacancies for full-time positions be advertised in and out of the District unless a reduction in force, a reorganization, or business necessity (as defined by Title 5) is determined by the College President/CEO. Job announcements will be prepared based on the information contained in the job description and information provided by the hiring manager. Job announcements will be prepared and distributed at the earliest possible date by the Office of Human Resources. All positions will be advertised in local newspapers. The Vice President, Human Resources shall be responsible for determining how the position will be advertised.
- C. Applications - The application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental application form may be used to gather specialized job-related information for use in the screening process. All applicants shall submit completed application forms, a cover letter, transcripts of college work completed, a resume, letters of recommendation, and other pertinent information, as required. In addition, the applicant may include other pertinent materials to be used in the screening process. All application materials shall be submitted to the Office of Human Resources and will become property of Mt. San Antonio College and will not be copied and/or returned. All recruitment materials will be kept on file for three years.
- D. Screening - For each management vacancy to be filled, the Vice President, Human Resources shall authorize the appointment of a screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation, constituted as follows:
- Office of Human Resources Representative, Chairperson (non-voting);
 - Manager of position to be filled;
 - Two managers appointed by the College President/CEO;
 - Two faculty members selected by the Academic Senate;
 - One classified employee selected by the appropriate ~~union~~-bargaining unit;
 - EEO Representative (non-voting) advisory; and
 - Optional: Additional member(s) as recommended by the College President/CEO. The President/CEO may determine that both classified bargaining units have an interest in the management position and appoint a second classified employee so that both groups are represented.

The screening and interview committee will screen all completed applications using job-related criteria. Any committee member who does not complete tasks assigned to the committee or who fails to participate in scheduled team meetings will be removed from the committee. Through this the screening process, the committee will select a group of candidates, making every effort to achieve a balanced pool of gender and ethnic representation.

Committee members are prohibited from providing letters of recommendations or being used as a reference for applicants applying for the position(s) for which they are serving as members. In the event that a committee member provided a letter prior to being selected as a committee member, the committee members may elect to remove themselves from the committee, or the Office of Human Resources will remove such letter and notify the applicant.

- E. Interviews - After the committee has screened the applicants down to a reasonable number for interviewing, the Office of Human Resources will make the necessary arrangements for all interviews. The established College interview procedures shall be used in all interviews. Interview questions and writing assignments are developed by the hiring manager and committee with assistance from the Office of Human Resources. The interview questions and writing assignments are designed to solicit job-related information relative to the skills, attitudes, and knowledge of the applicants. Interview questions and writing assignments will be approved by the Vice President, Human Resources.
- F. Final Recommendation - It will be the committee's task to recommend two or more applicants for interview by the College President/CEO and his/her designee(s). A recommendation of fewer than two candidates must be accompanied by a written explanation from the hiring manager. The committee's recommendations and all interview materials must be returned to the Office of Human Resources. The College President/CEO will make the final recommendation to the Board of Trustees. In the event that the College President/CEO decides to not recommend any of the final candidates to the Board of Trustees, he/she shall so inform the committee. In such case, the committee will reconvene to determine if it will recommend two or more additional candidates from the interview list, recommend additional applicants for interview, or recommend recruitment for additional applicants.
- G. Equal Employment Opportunity – An EEO Representative will ensure that the District's equal employment and non-discrimination policies are followed in screening and interviewing.
- H. Position Vacancy - The College President/CEO may determine that, due to business necessity, or other reasons provided under Title 5 regulations, a management position vacancy will not be filled, or that the duties of the vacant position will be assigned to other management personnel, or that the vacant position will be filled on a temporary (acting) basis. The College President/CEO may make such a temporary assignment for up to one full year. If the vacant position is to be filled for a period longer than one full year, the procedures provided herein shall apply. If the College President/CEO designates that the search be conducted for the temporary reassignment of an existing employee, the application, screening, and interview process described in Section I, Interim Management Position, will be used. If the College President/CEO designates that the temporary assignment be filled by an external contracted professional expert, the College President/CEO will conduct the search, select the screening committee, and make the selection. In the case of a vacancy for the position of College President/CEO, the Board of

Trustees will designate that the search will be internal or external and will establish its own selection and appointment process.

- I. Interim Management Position – When, due to program expansion or declared vacancy of a management position President’s Cabinet approves an interim replacement, every effort will be made to notify College employees of the search for temporary replacement of the vacant position. A screening committee will be established consisting of the manager of the vacant position, up to two managers appointed by the College President/CEO, up to two faculty appointed by the Academic Senate, and one classified employee. The screening committee shall define criteria for selection based on duties and responsibilities in the position announcement to be used in screening applicants. The committee shall also utilize the established College interview procedure in conducting all interviews. Candidates shall be recommended to the College President/CEO or appropriate vice president, as appropriate, for final selection.

In the event that the vacant position or a closely related position was recently filled (during the prior 12 months), candidates from the earlier pool(s) will be allowed to reopen their existing applications for consideration by the screening committee for the interim position. A person serving in an interim position is eligible to apply for the permanent position when it is opened and advertised.

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