

(new material is underlined; material amended by deletion is marked as JAMES)

EAC 174-112-430 Employment of Exempt Personnel

(1) Authorized Position. Exempt positions must be authorized before any proposed employment can take place. All new exempt positions must qualify under existing HEP Board guidelines and require authorization from the ~~Administrative-Vice-President~~ President or the respective Vice President.

new

The President and the Vice Presidents have the ^{MAY} ~~prerogative of combining~~ ^{Combine} and/or ^{change} ~~changing~~ the scope of all administrative exempt positions for economy and efficiency of operation, or in recognition of functional changes and capabilities of current exempt administrators. In filling a vacant, expanded, combined or new position, procedures for recruiting and selecting administrative exempt employees must be employed. (PROCEDURES OUTLINED IN SECTION 2)

new

If new positions result from combining of jobs during Reduction in Force (EAC 174-112-850, 855, 860), the selection process is to be restricted to employees within the college. If it is determined after internal selection procedures have been followed that there are no acceptable candidates internally, there must then be an open competitive search.

new

^{In the} ~~Recruitment~~ and selection for positions other than those resulting from Reduction in Force (EAC 174-112-850,855,860), the decision on restricting the search to internal and/or external candidates is at the option of and must bear approval of the President and/or the respective Vice President.

whole new section

(2) Recruitment and Selection
(see attached)

new

(2) Recruitment and Selection. The following general procedures for recruitment and selection of exempt administrators will be followed. Prior to initiating the recruitment process, the employing official is to send to his/her senior official for concurrence and to the Affirmative Action for approval of the process a statement covering: 1) specific details in the process and 2) any proposed modifications or exceptions from the general set of procedures.

(a) The plan for recruitment will include the following components:

i. a job description, including requisite qualifications, salary level and whether job is open internally only, etc.

ii. a description of sources and means of identifying candidates including:

means of notification of campus employees.

names of national or regional journals, professional organizations, professional contacts and agencies in which notice is to be placed.

iii. an indication of dates for receipt of applications and announcement of appointment

(b) The plans for selection will include the following:

i. a description of the mechanism(s) and criteria to be used in screening the applications to identify the final list of candidates (e.g., outside consultant, a DTF, an ad hoc advisory group).

ii. description of the mechanism(s) and criteria to be used in screening the final candidates (e.g., interview schedule, interviewees, etc.)

iii. public announcement of the selection to include a statement of justification in the form of the particular strengths the candidate has for the position.

(replaces (2)
of original)

(3) Appointment. Recommendations for appointment below the level of Dean or Director ~~should~~ are to be forwarded to the Administrative respective Vice President for approval. The recommendations ~~should~~ are to be made by memorandum and include the applicant's name, title of the position and salary to be offered with a copy of the application attached. Offers to pay relocation expenses must be approved in advance by the Administrative respective Vice President. Approval or disapproval of the request for appointment and for payment of relocation expenses will be indicated on the copy of the memorandum returned to the employing official. In the case of approval the employing official will make the offer of employment in writing.

(replaces (3)
of original)

(4) Terms of Employment. When a reporting date is established and other pertinent information is available, the employing official will notify the Administrative respective Vice President, ~~---The-Administrative-Vice President~~ and will initiate action 1) for a letter of appointment ^{and} ~~and~~ ~~also-initiate-appropriate-action~~ 2) to place the new appointee on the payroll.

Recommendation Regarding EAC 174-112-440 Salary Review

In view of existing salary policy (EAC 174-112-550), I suggest the following section be deleted:

Annually, prior to July 1 of each fiscal year, the status and performance of each exempt employee will be reviewed by the appropriate administrative officers in conjunction with the Administrative Vice President for consideration of possible increases in salary. Except in cases involving a permanent and substantial change in scope or level of duties and responsibilities, recommendations for increase in salary will be acted upon only at time of annual review.

Bring updated

RECEIVED
APR 10 1975

McCall

TO: Administrative Procedures DTF
FROM: Rindetta Jones, Equal Opportunity/Affirmative Action
Larry Stenberg, Dean Student Services
SUBJECT: Affirmative Action

FYI Rindetta

174-148-010 GENERAL

The college's Affirmative Action Office has responsibility for preparing the college's Affirmative Action program, including procedures for reporting and monitoring, and must approve in writing the process used in filling all job vacancies not covered by the Higher Education Personnel Board regulations prior to a recommendation being presented to the Board of Trustees by the president. The Affirmative Action Officer must certify that those procedures used are in compliance with Affirmative Action guidelines. The Affirmative Action Officer may appoint and use an Affirmative Action consultative pool.

The college expressly prohibits discrimination against any person on the basis of race, sex, age, religion, national origin, marital status or the presence of any sensory, physical or mental handicap unless based upon a bona fide occupational qualification. This policy requires recruiting, hiring, training, and promoting persons in all job categories without regard to race, sex, age, religion, national origin, marital status or the presence of any sensory, physical or mental handicap unless based upon a bona fide occupational qualification. All decisions on employment and promotion must utilize only valid job-related requirements.

The college requires: that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, college sponsored training, education, tuition assistance, social and recreation programs; and that all student recruiting and admissions, student services (such as financial aid, placement, counseling, housing, student activities, physical recreation), and facilities usage, be administered without discrimination based on race, sex, age, religion, national origin, marital status or the presence of any sensory, physical or mental handicap, unless based upon a bona fide occupational qualification.

The Evergreen State College is committed to an affirmative action program -- a goal-oriented program through which it makes specific additional efforts to recruit, hire, train, and promote non-whites and women; with which the college is concerned for affirmative action purposes are Black, Asian Americans (Chinese, Japanese, Filipinos, Koreans, Guamanians), Native Americans (American Indians, Aleuts, and Eskimo), Spanish-Surnamed Americans (all persons of Mexican, Puerto Rican, Cuban or Spanish origin) and to recruit, admit, and educate non-white and women students. The affirmative action program is designed to overcome etc....

174-148-040 RESPONSIBILITIES FOR IMPLEMENTATION

"Each vice president, dean, director or hiring authority is responsible for filling job vacancies only from a non-discriminatory applicant pool - the Affirmative Action Officer after consultation with the Affirmative Action consultative pool must certify that the applicant pool contains a proportionate number of women and non-white applicants before the screening process can begin for all exempt positions. If the pool does not contain a representation of persons of the affected class who meet or surpass the minimum requirements and from persons who represent classes currently underutilized at The Evergreen State College the Affirmative Action Officer may require the positions to be reposted for a period of time up to sixty days. The number of

women and non-white applicants should be in proportion to their availability.

In filling exempt positions by promotion or other internal means, the Affirmative Action Officer after consultation with the Affirmative Action consultative pool, must certify that the procedures are consistent with Affirmative Action guidelines and that all qualified incumbent employees receive an equal opportunity to apply and be considered for the vacancy. If special approval is needed for promoting a person or for combining positions the necessary process may be validated after simultaneous review by the president, vice president, deans, directors, Affirmative Action Officer after consultation with the Affirmative Action consultative pool: etc.

174-148-050 MONITORING AND AUDITING

Add under (g) as (i): "The Affirmative Action Officer is designated the responsibility of being the chief interpretor of the Human Rights Document and therefore will approve the process to be used in filling any job vacancy not covered under existing HEPB regulations."

Add under (g) as (ii): "The Affirmative Action Officer after consultation with the Affirmative Action consultative pool will review the composition of the applicant pool. If the firing authority has demonstrated a good faith effort by establishing a representative, non-discriminatory applicant pool, notification will be given to the hiring authority within five working days that he/she may proceed with the screening process. If the composition of the applicant pool does not reflect successful affirmative action efforts, the recruiting process will be reviewed in consultation with the hiring authority. If the hiring authority can not demonstrate to the Affirmative Action Officer that all measures for establishing a representative non-discriminatory applicant pool have been taken then procedures in WAC 174-148-040 shall be implemented.

Paragraph following presently numbered (iv) should read:

If the appointing authority employs a personnel search committee or a Disappearing Task Force to assist in recruiting and screening, he/she shall take responsibility for ensuring that the committee has a proportionate number of women and non-whites from within the college participating on the committee and that all persons adhere.. etc.

DEFINITIONS

1. Job Vacancy - any existing and newly created position that is unfilled - being without occupancy.
2. Combining positions - the combining of two existing positions, which may or may not have incumbents, that is a person occupying one of the specific positions being combined. An incumbent may be selected to fill the combined position if he/she meet the qualifications of the redefined job description.