

## **Employment Policy**

### Employment

It is the responsibility of the Board of Trustees to employ the President. The President will employ executive staff with the Board's participation. The President approves employment for all other positions.

- A. Classification – Faculty (exempt), Administrative Staff (exempt), Classified Staff (non-exempt)

Job descriptions are developed for all employees based on the essential duties and responsibilities of each position. The Human Resources Department determines which positions are considered either “exempt” or “nonexempt” as defined by the Fair Labor Standards Act (FLSA). Non-exempt positions are entitled to overtime pay or compensatory time off for all hours worked over forty in the specified work week.

- B. All employment is “at-will”, unless otherwise defined.

Equal Opportunity: Non-Discrimination Clause - Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law.. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan, WY 82801; (307) 675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

- C. Hiring Process – NWCCD strives to promote from within whenever appropriate and is committed to employing quality faculty, staff and administrators. NWCCD's hiring process is typically a committee-driven process. Committees are made up of both department and non-department members with a mix of employee classifications as appropriate. To the extent possible, recruiting teams represent persons of different races, national origins, sexes and abilities. All open positions for which

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applications are accepted are given to a committee for initial review and interview selection.

Review of applications for interview selection is based on job description duties compared to the knowledge, skills and ability of the applicant. The final hiring decision is made by the President of the District.

The philosophy of Northern Wyoming Community District is to align compensation with internal factors first and foremost, followed by external competitiveness. Local, regional and national sources are used in the development of salary schedules and placements. The District strives to remain competitive while maintaining fiscal responsibility and stability.

#### Awarding of Tenure

Prior to March 1<sup>st</sup> in the fourth year, the academic administration will conduct a full evaluation of the faculty member. They will then make a recommendation to award or deny tenure based on the evaluation, needs of the College, and the current number and disciplines of tenured faculty. The chief academic officer shall make a final recommendation to the President who will then make the recommendation to Board of Trustees in his or her sole and complete discretion. Achieving four years of consecutive service is not a guarantee that an employee will be awarded tenure and the final decision to award tenure will be made in the sole and complete discretion of the Board.

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