



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DC-10 Non-Competitive Employment of Staff

APPROVED: February 16, 1986 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for the non-competitive, full-time, employment of staff in classified staff, professional support, faculty*, or administrative positions.

PROCEDURE:

- I. The normal process for filling vacant full-time positions is through open competition. The basic procedure is discussed in College Procedure DC-1 *Selection Process of Employees*, Employment of Staff and in the specific candidate evaluation procedures for administrative staff, professional support staff, faculty, and classified staff.
- II. A non-competitive employment action is one in which the position is not advertised and/or the recommended employee is selected without following one of the candidate evaluation procedures. Non-competitive employment recommendations are allowable only for unique or unusual circumstances, which must be fully supported by the supervisor. An example would be an emergency need to fill a faculty position, due to a "last minute" resignation prior to classes starting.
- III. The steps that a supervisor must follow to make a non-competitive employment recommendation are as follows:
 - A. A Position Requisition (PR) is completed by the supervisor.
 - B. A Personnel Action Record (PAR) is completed for the recommended candidate.
 - C. A memo supporting the recommendation is developed. The supporting justification must include a review of the employee's qualifications for the position compared to the qualifications required. The memo should further discuss the rationale for not filling the position on a competitive basis.
 - D. The PR, PAR, and memo supporting the non-competitive recommendation are forwarded through administrative channels to the Human Resources Department.
- IV. For non-competitive (as well as competitive) recommendation, upon receipt and approval of the employment recommendation by the Human Resources Department, a designated staff member of the Human Resources Department notifies the candidate of the pending recommendation and extends an offer of employment, subject to final approval by the Board of Trustees.
- V. In emergency cases, if the appropriate paperwork as noted above is unable to be completed in time for the employment need, it is the responsibility of the budget head or the Vice President to obtain verbal approval in advance of an employment commitment from the Executive Director of Human Resources Department, the Vice President of Financial and Administrative Operations, or the President.

NOTE: In no instance can a recommended candidate be offered employment by other than a Human Resources Department staff member.

* Note: The word "faculty" denotes instructors, counselors and librarians.