A. Affirmative Action

The College is committed to equal opportunity for all persons, whether employed or seeking employment, without regard to race, color, sex, age, religion, national origin, or handicap. In keeping with this commitment, Human Resources will inform the Administration of developments in equal employment and affirmative action; analyze hiring by race, sex, and positions; evaluate recruitment procedures and practices; and review discrimination grievances and recommend resolutions.

B. Posting of Position Vacancies

Announcements of position vacancies are posted and distributed campus-wide. Any College employee may apply for posted vacancies and be considered on the basis of his/her qualifications for the position. In addition, position vacancies will be advertised in media as Human Resources and the respective vice president deem appropriate.

C. Hiring Authority

The President is authorized to employ all faculty and staff.

D. Eligibility

1. Qualifications

To be eligible for employment in any position, an applicant must meet the minimum requirements of the position. If the position requires an advanced degree(s), the degree(s) must be from a regionally accredited institution.

2. Nepotism

   a) If relatives are considered for employment concurrently within the College, the President shall certify that such action will not result in one family member supervising another member of the immediate family. No family member may occupy a position which has influence over another member’s employment, transfer, promotion, salary administration, or other related management or personnel considerations.
b) Immediate family is defined as: wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, and step-, half-, and in-law relations of this same list. Employment restrictions might also include others living within the employee’s household or otherwise so closely identified with the employee as to suggest potential difficulty in the employment relationship.

E. Recruitment

The College conducts the hiring process in accordance with procedures (Appendix A-2). These procedures encompass the appropriate actions involved in the search process which include the request to fill a position, position announcement, screening, interviews, and reference checks.

F. Orientation

Human Resources directs an orientation for all new full-time employees.

G. Criminal Background Check For New Employees

1. Criminal background checks will be conducted for all new permanent and temporary full-time and part-time employees.

2. Statewide criminal background checks will be conducted for all new employees who have lived only in North Carolina during the past 10 years. Nationwide criminal background checks will be conducted for persons who have lived outside the state of North Carolina anytime during the past 10 years or longer.

3. Should an employee leave the college and seek re-employment after being separated from the college for a period of one year or more, a new criminal background check will be conducted upon rehire.

H. Veteran’s Preference

In accordance with G.S. 128-15, Gaston College is committed to providing employment preference to eligible veterans and their spouses, surviving spouses, or dependents as defined in the North Carolina Administrative Code. In accordance with North Carolina law, consideration will be given to eligible veterans and their
spouses, surviving spouses, or dependents when two or more persons are determined to be generally, equally qualified for a position based upon qualifications and experience.