



Hiring Policies and Procedures

Limited Service Positions – Open Request to Hire

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

To establish procedures and responsibility for hiring employees for limited service positions through an Open Request to Hire using an Applicant Hiring Pool. Employees in limited service positions are part-time or temporary employees who are not expected to remain at the TATC for a long term career. Positions which are eligible for an Open Request to Hire and an Applicant Hiring Pool are those limited service positions of a temporary nature which use employees on an as needed basis, such as substitute teachers and other similar positions.

2. Procedures

- 2.1.** The hiring authority identifies the need to develop or supplement the Applicant Hiring Pool and demonstrates to the Campus President or the appropriate Division Administrator that the request meets Board authorization requirements.
- 2.2.** An Open Request to Hire form is completed by the hiring authority and approved by the Campus President or the appropriate Division Administrator. The Request to Hire form must indicate that the position meets the criteria for an Open Request to Hire and an Applicant Hiring Pool. The hiring authority should coordinate with the Personnel Office when completing the Request to Hire form and attachments. The Director of Finance and Operations or designee is responsible for budget approval of the form. This approval should consider available FTE's (full time equivalents) as well as budgeted funds availability.
- 2.3.** The form must include the following attachments:
 - (A) Job Description
 - (B) Job Advertisements
- 2.4.** Temporary positions may be advertised on a periodic basis as the Applicant Hiring Pool is diminished.
- 2.5.** Applications with appropriate instructions are given by the Personnel Office to those who request them.
- 2.6.** All applicants must send or deliver applications to the TATC Personnel Office. Applications will be screened for minimum qualifications by the Personnel Office (or the Screening Committee if required on the signed Request to Hire form) and placed in a file segregated by job description. Applications will be forwarded to the hiring authority from time to time as needed to refresh the Applicant Hiring Pool.
- 2.7.** The hiring authority (with the assistance of a Screening Committee if required on the signed Request to Hire form) will review and rate applications.
- 2.8.** Interviews, as deemed necessary, will be conducted by the hiring (with the assistance of an Interview Committee if required on the signed Request to Hire form).
- 2.9.** Reference checks will be conducted by the hiring authority or designee.
- 2.10.** Final selection (not notification) is made by the hiring authority in conjunction with the Personnel Office. All hires must be approved by the Campus President.
- 2.11.** A Personnel Action Notice form must be completed by the hiring authority and signed by the Campus President and the appropriate Division Administrator prior to extending an offer for employment to any applicant.

- 2.12.** Job offers are made to those accepted into the Applicant Hiring Pool by the Personnel Office after completion and approval of the Personnel Action Notice and the Hiring Documentation Memo. The job offer may be extended by the hiring authority if this is coordinated with the Personnel Office. Notification of being added to the Applicant Hiring Pool will be sent by the Personnel Office.
- 2.13.** Non-selection notices are sent by the Personnel Office within one week or as soon as practicable.
- 2.14.** Individuals who have been approved by the Granite, Jordan, Murray, Salt Lake, or Tooele School Districts or by another UCAT Campus will be considered approved for the TATC Applicant Hiring Pool. A Personnel Action Notice form and other applicable paperwork must be completed before any pay may be calculated for these individuals.
- 2.15.** A New Employee Packet and Checklist will be provided by the Personnel Office. All forms must be completed by the new employee and returned to the Personnel Office.
- 2.16.** The hiring authority will notify active Applicant Hiring Pool members when needed for work, and notify the Personnel Office that a pool member has been called in to work.
- 2.17.** Applicant Hiring Pool members who have not worked for 24 months will be removed from the pool. The Personnel Office will send notification to the pool member.