



## **400 POLICY - Employment Policies**

### **400.1 Statement of Policy**

The Redlands Community College Board of Regents employs the most qualified faculty and staff possible. Every effort will be made to provide access to positions by minority applicants in compliance with the College's published Affirmative Action statement.

### **400.2 Crucial Continuation of a Position**

When resignations or other circumstances cause crucial positions to become vacant with very little advance notice and when the continued smooth operation of the College will be impeded by a delay in seeking a replacement, the President may seek applicants for the position. This policy is intended to ensure that essential College functions continue in an orderly manner and is not designed to circumvent normal employment policies and procedures.

### **400.3 Contracts**

All Faculty, whether full-time or adjunct, sign a contract that includes the teaching assignment, salaries, and length of contract.

### **400.4 English Language**

All Faculty will exhibit proficiency in the English language.

### **400.5 Externally-Funded Positions**

All externally-funded positions are designated as temporary positions, and under most circumstances, the hiring practices will be the same as for other positions. However, in some cases the best person available in the existing applicant pool will be selected.



#### **400.6 Nondiscrimination**

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

#### **400.7 Employment-at-will**

Because Oklahoma is an employment-at-will state, the employment relationship between Redlands Community College (Redlands) and its employee may be terminated at any time, for any lawful reason, at the will of either Redlands or the employee, unless the employee has a written contract of employment for a specific, fixed period of time.

Adopted 1991  
Revised December 2010  
Revised November 2014  
Revised September 2018



## **400 PROCEDURE - Employment Procedures**

### **400.1:1 Posting of Vacant Positions**

When vacancies occur, the positions will be advertised as determined by the hiring authority for a minimum of five (5) working days. The method of advertising will be designed to receive the optimum response for the position being filled.

### **400.1:2 Information Included in the Announcement of Vacancy**

The position announcement includes the title of the position, length of contract, brief job description, primary area of responsibility, qualifications, and closing date for applications.

### **400.1:3 Degree Required**

A minimum of a Master's Degree with 18 hours of graduate courses in their discipline is required for full-time faculty; however, in specialized areas, work experience accompanied by an Associate or Bachelor degree in programmatic area may be considered in lieu of the advanced degree.

### **400.1:4 Modification**

No representative of Redlands has the authority to modify this policy for any employee or to enter into any oral agreement that changes the at-will employment relationship. Completion of any probationary period of employment or the attainment of regular employment status does not change an employee's status as an employee-at-will or in any way restricts Redlands' rights to change the terms and conditions of employment.

### **400.3:1 Contracts**

Only the President of Redlands Community College is authorized to enter into written contracts for regular full-time employment at Redlands Community College. Contracts for temporary, adjunct, or special appointment projects may be entered into and signed by the President's senior administrators; those individuals that report directly to the President, for their respective areas.



### **400.3:2 Dual Employment**

Dual employment occurs when an employee holds two (2) or more paid positions (primary and secondary) within the College. This practice is permitted provided the supervisor who has administrative authority over the person, approves this dual employment in writing. The employee shall be responsible, along with his or her supervisor, for ensuring that the duties of the secondary position do not interfere with or conflict with the hours, duties, or responsibilities of the employee's primary position of employment with the College.

If an employee in a full-time equivalent (FTE) position seeks paid employment outside of Redlands Community College, outside of regular business hours, it is highly recommended that the employee notifies their immediate supervisor of this outside employment. If the employment is outside of Redlands Community College and it is during normal business hours, this employment will not be allowed.

Adopted 1991  
Revised February 2017  
Revised September 2018  
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