

West Virginia Northern Community College

POSTING OF CLASSIFIED POSITION VACANCIES

Effective Date: April 29, 2004

Date Approved by WVNCC Board of Governors: April 29, 2004

Authority Reference: WV Code 18B-7-1; Executive Order 11246; Office of Federal Contract Compliance Programs, Department of Labor, Rule 41 CRF Part 60-250; State College System Board of Directors 31 and 39

Replaces previous policy dated: WVNCC Policy No. 4.2.27 as amended effective January 1, 1999, replaced WVNCC Policy No. 4.2.27 effective April 1, 1998

Rule: The internal and external posting of classified positions may be concurrent to facilitate the efficient and timely recruitment of candidates to fill vacant positions. The position announcements will be posted at designated locations at the College's three regional campuses. Exemptions to the internal posting requirement may be granted for certain conditions including furthering affirmative action; reorganization involving collapsing and/or combining positions; re-employment of qualified reduced personnel or layoffs in accord with WV Code Section 18B-7-1. Position announcements will be posted no less than seven (7) consecutive days, whenever possible, to provide employees adequate time to make application for position vacancies. Once the job has been posted, recruitment for the vacant position begins. This rule does not apply to casual or temporary employment opportunities; as defined in Series 39, Section 5.3 of the Policy Commission's rules or to student work assignments.