

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Job Vacancy Posting

DATE: March 1, 1993

NUMBER: 2.11

REVISION(S):

Ouachita Technical College seeks to transfer and promote interested and qualified employees within the College whenever possible. Job posting procedures are used to assure that current College staff are aware of and have the opportunity to be considered for position vacancies and newly created jobs which may provide career advancement and alternatives.

A. NON-EXEMPT STAFF JOB POSTING PROCEDURES

All classified staff vacancies will be posted conspicuously in order to inform employees of such vacancies and permit them to investigate the openings. All vacancies will be posted for at least three (3) working days for the consideration of employees prior to interviewing external applicants. In order to be considered for these positions the procedures listed below must be followed:

1. Upon reading the posted vacancy, the interested employee may discuss the position with the individual indicated on the posting to determine continuing interest.
2. If the employee elects to be considered for the position, he/she shall advise the current supervisor. This will in no way jeopardize the employee's current position.
3. The interested employee shall then advise the individual identified on the posting of the desire to be considered for the position.

B. EXEMPT STAFF VACANCY POSTING PROCEDURES

As an exempt staff vacancy occurs, a description of the position and a list of the minimum qualifications will be conspicuously posted.

1. Any staff member interested in investigating the position further should contact the President by the deadline to declare interest in discussing the position. This contact shall be made with the knowledge of the employee's current supervisor and shall not jeopardize his/her current position.
2. Upon receipt of all inquiries, the President will review the list of applicants. All qualified internal applicants will be considered for the position vacancy.

C. AUTHORITY OF THE PRESIDENT

The President reserves the right to re-structure and/or make employee transfers within the organization when it is determined to be in the best interest of the College. These moves will be in compliance with state and federal guidelines.

AUTHENTICATION (Signature):		COPP
_____	3/1/93	
President	(Date)	2.11