

Procedure Title: Recruitment and Selection of All Employees

Procedure Number: 03-2003-0012

Board Policy Reference: IV.A.6

Accountable Administrator: Chief HR Officer

Position responsible for updating: Chief HR Officer

Original Date: November 1972

Date Approved by College Planning Council: 09-01-21

Authorizing Signature: *Signed original of file*

Dated: 09-01-21

Date Posted on Web: 09-09-21

Revised: 09-21

Reviewed: 08-21

Purpose/Principle:

It is the intent of BMCC to provide a safe, secure and positive environment for all students and employees. It is also the intent of the College to use due diligence in all hiring decisions; and hire a diverse and high-quality workforce.

All recruitment and employment activities are conducted in accordance with applicable state and federal laws, regulations, and policies concerning equal employment opportunity and affirmative action.

The Chief Human Resources Officer shall be responsible for establishing procedures for recruiting, screening, interviewing and approving candidates for faculty and staff.

Position Classification Limitations

This procedure excludes student employment positions.

Age Limitations

Employment is limited to persons of eighteen (18) years of age or older.

Employment Eligibility

It is the responsibility of the College to ensure that the Chief of Human Resources Officer or their designee reviews the employment eligibility and qualifications of all applicants and ensures they are eligible for employment. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term.

Opportunities for Internal Candidates

The College seeks to provide opportunities for all employees to be considered for transfer, promotion, and /or advancement. The College believes in, and is committed to, a policy of upward mobility for its interested qualified employees through promotion and transfer opportunities. Therefore, no supervisor shall obstruct the advancement of an employee to a better position for which the employee is qualified or to a suitable lateral position that may lead to a promotional opportunity.

Legal References:

[ORS 341.290](#) (1)
ORS 408.225
ORS 408.230

ORS 408.235
[ORS659.850](#)
[ORS659A.009](#)

[ORS 659A.029](#)
[ORS659A.039](#)
[ORS659A.043](#)

[ORS659A.046](#)
[ORS 659A.109](#)
[ORS 659A.142](#)

[ORS 659A.145](#)
[ORS 659A.233](#)
[ORS 659A.236](#)

[ORS 659A.309](#)
[ORS 659A.805](#)
[OAR 589-008-0100 \(3\)](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000(d).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e). Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. Sections 621-634; 29 CFR 1626 (2003).

Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101-6107. Equal Pay Act of 1963, as amended, 29 U.S.C. Section 206(d).

Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683. Blue Mountain Faculty Association Bargaining Agreement.