

Central Virginia Community College Policies
IV - Employment Policies and Information
Part-time Hiring



Policy #:	CVCC0080
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	Virginia DHRM 2.05 and 2.10

Part-time Hiring

To ensure effective recruitment practices and to provide equal employment opportunity, the following recruitment guidelines must be observed in filling all part time wage positions. The guidelines were developed to ensure compliance with the [Commonwealth's Department of Human Resource Management Policy \(DHRM\) 2.05 Equal Employment Opportunity \(EEO\)](#) and [Policy 2.10 Hiring](#).

Policy

Central Virginia Community College (CVCC) will recruit, select and hire on the basis of qualifications for a specific job without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or persons with disabilities who are otherwise qualified.

To insure compliance with the institution's equal opportunity program, specific procedures are included to incorporate input and review from the Affirmative Action/Equal Opportunity (AA/EEO) Officer throughout the process. The hiring of employees shall be in accordance with requirements of DHRM and the requirements of the Virginia Community College System (VCCS). Position or role titles, rank or pay bands, and salaries must be assigned to a position and newly hired employee in accordance with policies and guidelines set forth by DHRM and VCCS.

Procedures

The President or his/her designee must approve the filling of any vacancies or the hiring of new employees, prior to initiation of recruitment activities and the extension of employment offer. To initiate the hiring process, the employing unit must complete a [Personnel Request Form](#).

New Positions

To establish a new position, the following must be completed:

1. [Personnel Request Form](#) signed by the Vice President of Finance and Administrative Services and the Budget Manager.
2. [Job Description](#).
3. Department Organizational Chart to show reporting structure.
4. Justification for establishing position and description of how position will be funded.