

**Policy 3.18 Employment of Certificated and Classified Personnel**

Certificated personnel are employed on the basis of merit and such employment will be consistent with the regulations of the Fair Employment and Housing Commission. Applicants are judged on evidence of professional and personal qualifications, including educational background and experience. Confidential information may be obtained from personal interviews, written recommendations, and placement office records.

The District Personnel Office is responsible for recruiting, testing (when appropriate), and referring all applicants for positions. The applicants will then be interviewed and recommended by the College Presidents and supervisors in whose department employment is sought. For approval to hire, the District Personnel Office will submit the recommendation of the College President, or other appropriate administrator, to the Chancellor, who is authorized to make the final hiring decision for all classified and certificated employees except those appointed to educational administrator or classified manager. Final approval by the Board of Trustees is required to employ an educational administrator or classified manager, upon the recommendation of the Chancellor.

The basic goal of personnel recruitment shall be to secure the services of the best qualified personnel available.

**Source of Law:**

Approved by Board of Trustees: May 10, 1988

Revised: May 27, 1997