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|  | LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE | HR R-112 |
| | | SELECTION COMMITTEE PARTICIPATION FOR AFT LOCAL 1521A |
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| REPLACES: New | CHANGES: New | |

I. POLICY

It is the policy of the District to establish written procedures governing the selection of all regular employees. In the case of the AFT College Staff Guild, Local 1521A, (Staff Guild) it is the policy of the District to establish written procedures which enact Staff Guild Collective Bargaining Agreement provisions.

II. DEFINITIONS:

- **Hiring or Selection** is the process of choosing a candidate in preference to others to fill a particular position.
- **Hiring Committees** sometimes called selection committees or panels, are groups formed for the purpose of choosing a candidate in preference to others to fill a particular position. Hiring Committees are comprised of LAGCD employees, and may also include students and community members, as appropriate.
- **Staff Guild** refers to the American Federation of Teachers College Staff Guild, Local 1521A, AFT/AFL-CIO, also known as Unit 1.

III. REQUIREMENTS

The Board of Trustees has negotiated collective bargaining agreement provisions with the Staff Guild which prescribe the following:

Article 24 - AFT College Staff Guild Agreement - Staff Guild participation on the hiring committees for the positions of Chancellor, Deputy Chancellor, Vice Chancellor(s), Director of Business Services, Director of Diversity Programs, College President(s), and College Vice President(s). The parties shall develop a Human Resources Guide for Unit 1 participation on hiring/selection committees/panels for academic and classified administrators, Unit 1 members and any other agreed to positions.

Appendix W – AFT College Staff Guild Agreement - Calls for the development of a process set forth in this guide that outlines Staff Guild’s participation on the hiring/selection committees/panels.

The District and the Staff Guild have agreed that HR-R112 satisfies this requirement.

IV. **PROCEDURE**

A. Hiring Committees

1. This guide applies to hiring committees formed by the District hiring authority, or his/her designee, to fill regular academic administrator, academic supervisor, classified manager, classified supervisor, classified clerical-technical, and other classified positions. Faculty hiring committees are excluded except by explicit request from faculty.
2. Such hiring committees shall conduct all phases of the selection including, but not limited to, the evaluation of applications, the interviews of candidates, and the recommendation of the best qualified candidate(s) for the position to the final appointing authority.
3. Once a hiring committee is formed and has met, the balance between the number of administrators, managers, supervisors, faculty, classified representatives, and other parties will remain constant. Due to unforeseen circumstances a constituency representative may be replaced using the same appointment process, prior to the actual interview phase of the hiring committee process.

B. Notification and Participation

It is understood that supervisors will ensure that Unit 1 members, appointed by the AFT, can participate on hiring committees. Moreover, Unit 1 members shall notify as soon as reasonably possible their direct supervisor when accepting to participate on a selection committee.

1. The Staff Guild shall be invited and notified to appoint at least one representative to participate on the hiring committees for Chancellor, Deputy Chancellor, Vice Chancellors, Director of Business Services, Director of Diversity, College President and Vice Presidents, and other positions noted in A.1., above.
2. The Staff Guild Chapter Chair at the hiring location shall receive the notification to participate as soon as possible in the process but no later than five (5) working days before the convening of the hiring committee. A hiring committee shall not meet if the required notification has not been sent. Exceptions to the five (5) working day notification period may be waived by mutual agreement of the hiring authority and Staff Guild Chapter Chair.
3. The Staff Guild may accept or decline the opportunity to participate on a hiring committee. The Staff Guild shall notify the hiring authority in writing of its committee appointment or its decision to decline participation within three (3) working days of receipt of the notification to participate. Failure to appoint a member, to decline participation, or to appear shall not serve to delay the convening of the hiring committee. However, an untimely appointment shall be made by the Staff Guild, if the committee has not convened.
4. Only the Staff Guild shall make Unit 1 appointments to any and all hiring committees. The hiring authority may suggest specific Unit 1 members to the Staff Guild who may consider the request.

5. Through consultation and agreement with the Chapter Chair, the hiring authority may include additional Staff Guild member (s) as a non- voting resource to the committee.
6. No member of the committee may be related to any of the applicants. If that is the case the member shall excuse himself/herself from the committee.
7. The committee may include a trained Equal Employment Opportunity (EEO) representative appointed by the President/Deputy Chancellor to ensure uniformity in the selection process and equal opportunity to all applicants. The EEO representative shall serve as a non-voting resource to the committee.
8. Non-Discrimination: The LACCD seeks to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer- related) sexual orientation, age, disability or veteran status.

C. Limitations

This Guide does not apply to any evaluation or interview panels convened as part of the of the classified recruitment and selection processes administered by the Personnel Commission.

D. Enforcement

It is the responsibility of the College President, Deputy Chancellor, or his/her designee to monitor, implement, and enforce the provisions of HR R-112.

III. ADDITIONAL SOURCES

CALIFORNIA EDUCATION CODE

[Section 87002 Administrator; Educational Administrator; Classified Administrator](#)
[Section 87400 Employment for Academic Positions](#)

LACCD BOARD RULES

Chapter X, Human Resources
[Article III, Selection Policies, Section 10307 Selection of Academic Administrators](#)
[Article III, Selection Policies, Section 10308 Selection of College President](#)

LACCD HUMAN RESOURCE GUIDE

[HR R-000 Recruitment, Selection and Employment HR R-100 Academic Minimum Qualifications](#)
[HR R-110, Academic Administrator, Selection](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT College Staff Guild, Local 1521A: Article 24, Committees/Shared Governance](#)
[AFT College Staff Guild Local 1521A - Appendix W](#)