

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-114
		SEIU Local 721 and Teamsters, Local 911 SELECTION COMMITTEE PARTICIPATION
ISSUE DATE: July 22, 2021	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: New	CHANGES:	

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.
- **SEIU, Local 721** refers to the Service Employees International Union (SEIU), Local 721 which represents all the classified supervisors (PSAs starting with CS).
- **Teamsters, Local 911** refers District Administrators' Unit Represented by California Teamsters Public, Professional & Medical Employees Union Local 911 that represents all the Dean classifications.

III. REQUIREMENTS

The Board of Trustees has negotiated separate collective bargaining agreement provisions with SEIU, Local 721 and Teamsters, Local 911 which specifies the appointments to selection/hiring each unit can make to particular selection/hiring committee/panels.

IV. **PROCEDURE**

A. Hiring Committees

1. This guide applies to hiring committees formed by the District hiring authority, or their 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. Participation

It is understood that members, appointed by their respective union, can participate in the following hiring committees:

1. **Teamsters, Local 911** shall have the right to make the following appointments to selection/hiring committee/panels:
 - Chancellor and College President: at least two (2) seats from two different divisions (i.e., academic affairs, student services, institutional effectiveness, etc.)
 - Any senior administrator that is directly supervised by the Chancellor: at least two (2) seats from two different divisions (i.e., academic affairs, student services, institutional effectiveness, etc.).
 - College Vice President: at least two (2) seats from two different divisions (i.e., academic affairs, student services, institutional effectiveness, etc.)
 - Assistant Dean, Associate Dean, and Dean: at least two (2) seats from two different divisions (i.e., academic affairs, student services, institutional effectiveness, etc.).
2. **SEIU 721** shall have one (1) representative on all Search Committees for President, Chancellor, Deputy Chancellor, Director of Business Services, Director of Diversity, Director of Personnel Commission, College President and Vice Presidents. The District may ask the SEIU Local 721 or the Union may request to appoint one representative to any non-faculty selection committee/panel. The District retains the right to appoint a unit member to a hiring panel for purposes other than representing the unit

C. Notification

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

1. The Unit 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 Unit Chapter Chair.
2. The Unit may accept or decline the opportunity to participate on a hiring committee. The Unit 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 specific unit if the committee has not convened.
3. Only the Teamsters, Local 911 and SIEU, Local 721 shall make their specific appointments to any and all hiring committees. The hiring authority may suggest the particular members to each Unit who may consider the request.
4. Through consultation and agreement with the Chapter Chair, the hiring authority may include additional Teamster, Local 911 and SIEU, Local 721 member (s) as a non- voting resource to the committee.
5. 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.
6. 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.
7. 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.
 - Each committee member shall receive appropriate training on the requirements of the Title 5 regulations on EEO (section 53000 et. seq.); the requirements of state and federal nondiscrimination laws; the educational benefits of workforce diversity; the elimination of bias in hiring decisions; and best practices in serving on a selection screening committee.
 - Each committee member serving will be required to participate in a selection training. This training is mandatory; individuals who have not received this training will not be allowed to serve on any screening/selection committee. Other periodic training may be offered for those who might serve on a selection committee.

D. Limitations

Other than those classification identified above, 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.

E. 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-114.

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

[District Administrators' Unit Represented by California Teamsters Public, Professional & Medical Employees Union Local 911, Article 7. Class Specifications and Assignments.](#)
[Service Employees International Union \(SEIU\), Local 721, Article 25 Shared Governance and Committees](#)