

**Approved By:** President

**Date Approved:** Not Available

1. **Summary:** This policy establishes practices related to various facets of employment at the college.
2. **Rationale:** This policy is necessary to ensure consistent and equitable employment practices.
3. **Entities Affected:** Employees
4. **Definitions:** Not Applicable
5. **Policy:**

#### **A. Hiring Procedures**

A vacated position will be filled only after consideration is given to possible readjustments to staff responsibilities and the overall budget of the institution. When it has been established by the area Vice President, and approved by the President, that a replacement is required for a terminated employee, or that a new position is authorized, the immediate supervisor will prepare an updated job description for the Chief Business Officer and the Human Resources Director. The Chief Business Officer must authorize a salary range prior to beginning the recruitment process. Human Resources will coordinate the process of recruiting for the open position with the appropriate supervisor.

Candidates for the position will be screened by the department supervisor and the supervising Vice President. When a preferred candidate is identified, the area Vice President will conduct the final interview. Depending upon the level of the position and the time frame involved, a formal offer of employment may be made either in writing or verbally.

#### **B. Employment of Relatives**

Criswell College will employ the most qualified individuals for positions available. Relatives of employees may apply for vacant positions. They will not receive preferred treatment. In all cases, the most qualified applicant will be selected for each position.

Relatives of employees will only be hired for positions where one does not directly supervise the other.

#### **C Rehiring Previous Employees**

Criswell College will consider the rehire of former employees if their prior work relationship with the college was positive. They will be subject to the same employment process as first-time hires. Benefits based on length of employment will be determined on a "continuous service" basis. In other words, the length of service clock for vacations, and seniority will begin anew at the time of reemployment, unless otherwise approved by the Chief

Business Officer. The provisions regarding retirement benefits are governed by GuideStone Financial Resources and Lawing Financial Services. If a person is rehired within a 12-month period, his or her service is considered continuous.

#### **D. Outside Employment**

A balance must be drawn between the reasonable interest of Criswell College in the activities of an employee and the employee's right to privacy, especially for hours when an employee is not regularly scheduled to work.

During scheduled work hours at Criswell College, employees are expected to devote themselves exclusively to assigned duties unless otherwise excused. In addition, Criswell College's interests legitimately extend to those private activities that may create conflicts of interest or may impinge upon the employee's effective, efficient performance during scheduled work hours at the college.

Employees will not engage in the following:

1. Accept a fee, wage, or gift that might compromise or appear to compromise the independent nature of their position with Criswell College and a third party.
2. Accept employment from an organization whose activity and philosophy would undermine the stated goals of Criswell College.
3. Accept employment that would mentally or physically impair their ability to perform their assigned duties at Criswell College.

#### **E. Initial Review Period**

##### **Introductory Period**

The first three (3) months of employment are an introductory training and familiarization period for both the employer and the employee. However, completion of the introductory period does not indicate that the employee has a right to continued employment. If it appears that this job situation is not beneficial to both parties, the administration of Criswell College reserves the right to terminate the employee following the completion of, or at any time during, the introductory period.

##### **Evaluation**

All new full-time and "regular" or "permanent" part-time employees will be evaluated after the first three (3) months of employment. Performance evaluations after the three (3) month review will comply with the performance appraisal policy. Copies of performance evaluations and documentation will be available in the employee's personnel file and a copy forwarded to the Director of Human Resources.

The purpose of the initial employee evaluation is to give new employees an opportunity to determine if the work is suitable to them and allow management the opportunity to observe the employee's job performance, attendance, and contribution to the college's ministry environment. This early evaluation by both parties is intended to help determine whether the needs of each are being met in the job and whether a change is indicated. Subsequent evaluations are also intended to serve these purposes.

Adjunct, temporary and contract employees will not receive written performance evaluations during the course of their employment with Criswell College.

## F. Performance Appraisal

All full-time Criswell College employees will receive at least one (1) formal written performance evaluation per year to review progress and discuss standards of performance and job responsibilities. The formal evaluation will be performed using an assessment standard established by the college. This policy does not preclude the administration from more frequent, informal reviews by the supervisor.

Performance objectives will be established in advance of any evaluation to ensure that the employee and the evaluation supervisor have a clear and mutual understanding of what is expected of the employee. Priorities or weights, if any, assigned to performance standards should also be clear and mutually understood.

All formal performance evaluations and employee responses will be reviewed by the area's Vice President and the Chief Business Officer. Employees will be given the opportunity to respond to the appraisal in writing and provided with a copy of the appraisal.

Plans of action and specified follow-up reviews should be made for any employee whose appraisal demonstrates a need for improvement. Copies of performance appraisals, responses, or plans of action will be forwarded to the Director of Human Resources and maintained in the employee's personnel file.

## G. Exit Interview

The college makes available the option of an exit interview for an employee who has given a notice of resignation. Such an interview would allow an opportunity for a discussion of the employee's reasons for leaving and also would allow the college to receive constructive suggestions regarding the institution. This interview will be conducted by the Human Resources Director.

Whether or not an employee chooses an exit interview, the departing employee must visit the Human Resources Director for completion of the exiting employee checklist (return of Criswell College property, review of benefits information, obtaining address forwarding information).

## 6. Procedure:

- a. **Implementation:** Not Applicable
- b. **Responsibility for Compliance:** Chief Business Officer
- c. **Notification:** This policy will be posted on the college's website and network drive and will be published in its entirety or in summary in the college's employee handbook.
- d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0 Policy number: 2.053

Related policies:

## Policy History

Version 1.0	Not Available
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