2.18 Employment Selection

KCTCS carefully selects new employees through appropriate selection procedures, including but not limited to resumes and/or written applications, personal interviews, reference checks, and pre-employment background checks. KCTCS makes decisions regarding employment after all available information has been considered and evaluated.

This selection process helps KCTCS find and employ people who:

- are concerned with their own personal success and the success of KCTCS;
- desire to do a job competently;
- can perform their work with the required skill and ability;
- can work well as part of a team; and
- can ensure a safe working and academic environment for employees, students, and the public.

KCTCS encourages and promotes career opportunities for current employees. If employees are interested in new career opportunities, they may contact the local Human Resources staff. Opportunities for advancement are also enhanced by self improvement through other educational, training, and development programs.

In addition, college and system officials shall adhere to other KCTCS policies and human resources procedures regarding employment selection.

Employment with Tenure

If approved through the KCTCS faculty promotion/tenure review process, academic administrators hired to fill administrative positions from outside of KCTCS may be granted tenure in an academic unit.

2.18.1 Pre-employment Background Check

Pre-employment criminal record checks are completed to protect KCTCS’ interests and the well-being of employees, students and other customers, and the public. Prior to becoming an employee of KCTCS, KCTCS shall administer on a system-wide basis a pre-employment background check, which includes a criminal record check, on all initial hires in compliance with KRS Chapter 164.281. The check shall provide background information in at least the following areas:

- Social Security search
- County criminal record search
- Kentucky statewide criminal record search
- National database criminal record search

Employment decisions regarding criminal record checks that indicate an applicant has a criminal conviction shall be made based on criteria including the following:
• The nature and gravity of the offense;
• The length of time passes since the conviction and/or completion of the sentence;
• The nature, scope of responsibilities, and level of authority of the position being sought;
• The applicant’s employment record since the offense and conviction occurred;
• The information contained in professional letter(s) of reference, if available and appropriate;
• The information obtained in reference checks of previous employers, if appropriate;
• The supervisor’s or other college official’s recommendation regarding the hiring of the applicant.

In addition, a comprehensive background check may include, but is not limited to, prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit history, health examination, and/or driving record check may also be obtained.

Procedures for conducting pre-employment background checks and making a determination regarding employment are specified in the related KCTCS human resources procedure.

2.18.2 Credit Investigation

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts (a federal statute that regulates the activities of consumer reporting agencies and users of credit reports, and protects consumers from invasions of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers), KCTCS may conduct a pre-employment credit check only on those applicants for positions that involve financial responsibility. KCTCS employment may be conditional upon review of the information in the credit check. In addition, KCTCS reserves the right to conduct this credit check at any time after an individual has been employed.

Remember, applicants/employees have certain legal rights to discover and to dispute or explain any information prepared by the credit checking organization(s).

2.18.3 Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle shall present and maintain a valid driver's license and a driving record acceptable to KCTCS’ insurer. Employees may be asked to submit a copy of their driving record to KCTCS periodically. Any changes in an employee’s driving record shall be reported to the immediate supervisor or designated organization representative immediately. Failure to do so may result in disciplinary action, up to and including possible termination.
2.18.4 Health Examinations

KCTCS reserves the right to require an offeree’s or employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such health exams shall be paid for by KCTCS.

2.18.5 New Employee Orientation and Training

Beginning on or about the new employee’s first day of employment, regular employees shall participate in the new employee orientation and training program conducted by personnel from the human resources office, the administration, staff from the new employee’s department, and/or the supervisor. This shall include orientation and training information related to the KCTCS organization; the college organization; the employee’s position responsibilities; policies and procedures; departmental rules, policies, and related information; and employee benefits information. During the orientation and training process the new employee shall be given employment and orientation forms and other documents to be reviewed and completed on a timely basis. Depending on the department's workload, the new employee’s immediate supervisor or other designated individual shall introduce him/her to co-workers, show him/her the office layout, and provide him/her with other pertinent information.

Temporary employees shall participate in an abbreviated orientation and training program.