HIRING OF PERSONNEL (PROCEDURE)
(SEARCH AND SCREEN)

A. Applicability: The search and screen procedures, as defined in this section, are applicable to those major positions of the college, namely: the Executive Vice-President for Community Services and Student Development; the Vice-President for Instructional Programs; the Vice-President for Business Affairs; the Director of Institutional Development, and the President. In addition, the Board may feel that the filling of another position other than that described above is crucial enough to warrant the application of search and screen procedures. The board, in this case, may direct that search and screen procedures be applied to that particular position.

B. Deadlines: Immediately upon the vacancy of one of the above positions, that President or other executive officer shall initiate search and screen procedures as defined in this section. Vacancy announcements shall be distributed according to guidelines as defined in this handbook. The Personnel/Grievance Committee shall be called together for the purpose of appointing a Search and Screen Committee. Due to the difficulty sometimes encountered in filling key positions, reasonable time shall be allowed the Search and Screen Committee to submit a list of potential candidates. For those positions for which other executive officer shall recommend to the Board at their next regular meeting, that search and screen procedures be initiated for the position in question. Along with the recommendation for search and screen procedures be initiated for the position in question. President or other executive officer shall submit a list of potential search and screen committee members from which the Board will appoint a search screen committee if they decide to initiate such procedures.

C. Search and Screen Committee:

1. Membership: The committee shall be comprised of six (6) members chosen in the following way: two program directors or supervisors; two teaching faculty; one center director; one student; both of the major divisions of the college must be represented; the program directors or supervisors may not be from the same division; the teaching faculty may not be from the same department; the student shall be an active student enrolled either part-time or full-time. As soon as possible after appointment, the committee shall convene for the purpose of initiating search and screen procedures. A chairman will be appointed from among and by the members. The responsibility of the chairman shall be to facilitate the meetings and coordinate the functions and responsibilities of the committee.

2. Responsibilities: The major responsibility of the committee shall be to complete a list of potential candidates for the position candidates for the position in question.
The committee may utilize those means of recruiting applicants that it deems essential to accomplishing the task. Care should be exercised, however, to insure that such means are within policies and guidelines of the college and within the limits of availability of financial resources.

The chairman shall delegate the various identified tasks to the members of the committee. Form among the list of potential candidates, the committee shall bring in a reasonable number of the candidates for the purpose of interview with the appropriate personnel of the college and with the Personnel/Grievance Committee.

3. Candidates: Potential candidates shall be those who have responded to the vacancy announcement and those who have been recruited by the committee by whatever means they may have devised. Candidates shall be considered based solely upon the requirements and responsibilities of the position in question. Sincere efforts shall be made to recruit Indian people, preferable local, who meet the requirements. The committee shall utilize as a guideline in recruiting candidates, the vacancy announcement and job descriptions specifically related to the position in question. In addition, the committee may enumerate other criteria which it deems essential to the position and which are not listed on the vacancy announcement or job descriptions. Those candidates or applicants who do not meet minimum requirements of the position shall not be considered. The committee shall, upon recruiting and interviewing candidates and applicants, submit recommendations to the appropriate supervisor and personnel/grievance committee. The committee shall list all applicants and candidates (providing all meet minimum requirements) in order of preference enumerating specifically (utilizing the criteria of the position) why the individuals are ranked where they are.

4. Background Check: An applicant for employment with Oglala Lakota College may have a federal background check completed prior to a search and screen committee considering the applicant. Applicants for the Oglala Lakota College Head Start Program must have a tribal records check and a National Criminal History Check completed. The Oglala Lakota College Head Start Program will pay for the cost of the Background investigation for the selected applicant only. The search and screen committee has the discretion to not forward a recommendation to the President based on an applicant’s background check.

An applicant for the Head Start Program shall not be considered for employment if the applicant has a felony conviction for theft, any conviction for child abuse and neglect, or any violent felony conviction.

5. Substance/Alcohol Abuse: When an applicant is selected by the Board of Trustees, they will receive a temporary appointment until the drug test results come back to the OLC Personnel Office. If an applicant fails the drug test, their
employment with Oglala Lakota College ends immediately. If an applicant passes the drug test, their employment with Oglala Lakota College becomes permanent and retroactive back to the date of the temporary appointment. Current employees applying for different positions within OLC are subject to pre-Employment testing. For the applicant who fails the drug test, they may reapply after 45 days for unfilled vacant positions within the college. Those applicants who have failed an initial drug test and then are hired after the forty five days waiting period will again take a pre-employment drug test and then be randomly drug tested every month for one year. Thereafter, they drug test twice each year. An employee who fails the initial drug test and then fails a second time during their permanent employment shall be immediately terminated.

6. Duration: Upon final recommendation by the Board of Trustees with regard to the position in question, and upon lack of further delegation of responsibility by the Board to the Committee, the Committee shall be officially dissolved.

7. Records of Proceedings: The committee shall, during the course of its activities, maintain accurate records and minutes of its proceedings, meetings, interviews, and deliberations. A separate folder for each candidate and applicant shall be developed; included in the folders shall be all relevant records of the candidate or applicant (application, resume, letters of recommendation, etc.). These records shall be kept readily available to be used by the appropriate supervisor and the Board of Trustees in their deliberations and discussions. Prior to official dissolution of the Committee, to the appropriate files.