



**Policy Number 3.3.8.2**

**Chapter: Administration**

**Title: Hiring and Termination Procedures for Non-Classified AHEC Staff**

**Division/Department: Administration/Human Resources**

**Policy Administrator: Human Resources Director**

**Adoption Date: April 3, 2023**

**Revision Dates:**

## **1. PURPOSE**

The Board of Directors of the Auraria Higher Education Center (Auraria Board) has the responsibility to uphold Colorado laws and regulations, and to assure fairness, equity and transparency with respect to the hiring of employees at Auraria Higher Education Center (AHEC). The Auraria Board is committed to the principle that employees should be hired based on their qualifications and experience. This policy will set forth the minimum procedures to be followed when hiring and promoting non-classified personnel at AHEC.

## **2. DEFINITIONS**

- 2.1. **Director:** The Director of the Human Resources Department (HR) in the Division of Administration at AHEC.
- 2.2. **Appointing Authority:** The individual having responsibility for hiring and other employment decisions relating to the employees in their division or department. The Chief Executive Officer of AHEC is the Appointing Authority for AHEC pursuant to Colorado Constitution Art. XII, § 13(7) and State Personnel Board Rule 1-8 and has subdelegated such responsibilities to Division Chiefs with authority to further subdelegate. Typically, the Appointing Authority is department head.
- 2.3. **Non-Classified Staff:** An individual or individuals who are employed by AHEC and who are exempt from the state personnel system pursuant to C.R.S. § 24-50-135.

- 2.4. Search Committee: A committee appointed by the Hiring Authority and approved by the Director to conduct a search to fill a Non-Classified Staff position.

### 3. POLICY

- 3.1. No Non-Classified Staff person shall be hired or promoted at AHEC except as prescribed in this policy.
- 3.2. Non-Classified Staff positions are eligible to be filled when a position is first created or becomes (or is expected to become) vacant, and commencement of the hiring process has been approved by the Director.
- 3.3. All Non-Classified Staff positions at AHEC are presumed to be at-will unless otherwise specified in an employment contract entered into pursuant to C.R.S. § 24-19-104 and approved by the Auraria Board. At-will means that the employment may be terminated at any time, with or without cause, by either the employee or AHEC, in accordance with this policy.
- 3.4. All Non-Classified Staff are presumed to be exempt from overtime pay, except as otherwise required by law.
- 3.5. No person shall exert or attempt to exert any undue influence on, or interfere in, the selection or hiring process. Recommendations for or against the hiring of an individual may be submitted to the Hiring Authority or Search Committee only through approved processes (such as submission of a letter of reference or candidate evaluation when requested) and shall be documented as part of the search and selection process. AHEC's [policy on nepotism](#) shall be observed at all times.
- 3.6. Applications for Non-Classified Positions:
  - 3.6.1. All Non-Classified positions must be posted by Human Resources to the state website [careers.colorado.gov](https://careers.colorado.gov) and prospective employees must complete an online application containing relevant knowledge and experience related to the position.
  - 3.6.2. The deadline for submitting the application and supporting materials must be identified in the position announcement. Applications failing to meet such deadline shall not be considered unless the hiring process fails to identify any qualified candidates, in which case the position may be reopened or reposted.
- 3.7. All applications shall include disclosure of any conflicts of interest that the applicant may have with respect to the position, including those related to AHEC's employees or Auraria Board members. See the AHEC policy on Employees' Conflicts of Interest and Commitment.

### 3.8. Steps in the Hiring Process

- 3.8.1. Establishing a Position: Before a Non-Classified appointment can be made, a position must be established through HR. The Appointing Authority determines the need to either fill a vacancy or add a new position.
- 3.8.2. Position Description: If it is a new position, the Appointing Authority's department must complete an Exempt Position Description form, describing the duties and responsibilities of the position. If it is a vacant position, the Appointing Authority must review the existing Exempt Position Description for the position and update as needed.
- 3.8.3. Approval to Fill Position: The appointing authority sends the position description, AHEC Exemption Request Form, and completed Requisition Form to Finance for review of budget. Finance reviews the request and if approved, forwards the Requisition Form, AHEC Exemption Request Form, and position description to HR for review.
- 3.8.4. Posting: HR reviews the position description and Exemption Request Form and if approved, drafts a posting in [Neogov](#). HR sends the draft posting to the appointing authority for review prior to posting. Positions are typically posted for a minimum of seven days, promotions will be posted for a minimum of three days.
- 3.8.5. Searches: All Non-Classified Staff positions shall be hired after a search conducted by the Appointing Authority or by a Search Committee appointed by the Hiring Authority with approval of the Director. Promotion and transfer hires do not require a search, but must be posted and the employee being considered must apply.

Searches shall be conducted in a manner that promotes the recruitment of diverse candidates, and applicants may be recruited on a national scale or a limited scale, as approved by the Director. An example of a limited scale would be to recruit only within the state of Colorado, or within the unit in which the position resides.

- 3.8.6. Initial Screening: Qualified applicants shall have an equal opportunity for consideration through fair and open competition. Minimum qualifications stated in the posting must be met by an applicant to be eligible for hire or promotion, and may include the type and level of education, experience, licensure, or certification for the position. HR will do a screening for minimum qualifications. Those that meet minimum qualifications are sent to the Hiring Manager for review.

- 3.8.7. Interviews: The Hiring Manager and interview panel will conduct interviews with the top candidates. Hiring Managers should establish a list of interview questions prior to the interview, and ask the same questions of all candidates interviewed. The Hiring Manager should collect all notes from the interview panel after the interview and keep them for the record.
- 3.8.8. Offer Letter: Once the interviews are completed, a conditional offer of employment can be made. The conditional offer and background disclosure form are sent to the selected candidate. The candidate completes and returns the background disclosure form to HR. When the background review is completed and approved, the conditional offer becomes the final offer and the [Personnel/Payroll Action Form](#) can be processed by the Department.
- 3.9. Termination of At-Will Employees:
  - 3.9.1. The senior leader in charge of a department or administrative unit and HR must review and approve any recommendations for the termination of at-will employee on any grounds, including for disciplinary or budgetary reasons, or any disciplinary action resulting in a reduction in salary.
  - 3.9.2. Pursuant to the authority over personnel power described in C.R.S. § 23-5-117 and delegated by the Auraria Board in AHEC Policy 1.2, final approval of the AHEC CEO must be obtained prior to implementation of any termination or disciplinary action resulting in reduction in salary.
  - 3.9.3. Termination of an at-will employee cannot be for any reason that is contrary to applicable federal, state, or local laws or AHEC policies.
  - 3.9.4. This policy does not apply to terminations at the end of pre-determined maximum employment periods, voluntary resignation by the employee, or terminations due to loss of external grant funding for the position.

#### **4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: April 3, 2024

Approved by: Tracy Huggins  
Chairperson of the Auraria Board