

Enterprise State Community College

Enterprise · Ozark · Mobile · Albertville · Andalusia

EMPLOYMENT RECRUITING AND SELECTION PROCEDURES

Guiding Principles

- Uniform Procedures
 - Professional
 - Non-Political
 - Unbiased
 - In Compliance with all State and Federal laws

Advertising/Posting of Vacancies

- Local and Regional Newspaper Ads
- Announcements Sent by Email
 - Various universities throughout the Southeast
 - All two-year colleges in the Alabama Community College System
 - Applicants in the Alabama Community College System Uniform Guidelines Applicant Pool
- Postings on various Websites

Application Requirements

- A complete application packet consists of:
 - ESCC employment application
 - Résumé
 - Two professional letters of reference describing the applicant's skills, abilities, and work experience relevant to the position.
 - Appropriate college transcripts to verify the candidate meets the minimum educational qualifications. (unofficial or official transcripts)
 - Appropriate licensure (if applicable)
- * Applications must be submitted online through ESCC's online application submission process.
- * Employment is contingent upon documentation from current and/or former employers, verifying employment experience to meet minimum required qualifications.


Search Committees

- A search committee is appointed by the President for every position. The search committee interviews all applicants who meet the minimum required qualifications.
- Each committee is composed of at least 40% minority and 50% female members.

Recommendation Process

- The search committee conducts interviews and recommends to the President up to three finalists who best match the requirements of the job and meet the needs of the College.
- It is the President's (or his/her designee's) responsibility to:
 - interview the three finalists
 - select one to fill the position
 - submit Notification of Hire form to the Chancellor
- If fewer than three qualified applicants apply, all qualified applicants must be submitted to the President as finalists.
 - The search committee may recommend to the President that the search be closed if none of the finalists meets the needs of the College.
 - The President may choose to reopen the search if none of the recommended finalists meets the needs of the College.

Salary Schedule Example

Alabama Community and Technical Colleges														
Schedule E1 to E5														
Full-Time Support Personnel 40 Hours Per Week														
2016-2017														
												Action Item		
												6/8/2016		
												Page 7 of 11		
Salary Schedule	Grade	Salary Step 												
		0	1	2	3	4	5	6	8	10	15	20	25	27
E1	01	47,718	48,647	49,577	50,506	51,434	52,364	53,293	54,222	55,151	57,010	58,868	60,727	61,655
E1	02	43,077	44,006	44,935	45,864	46,794	47,722	48,651	49,581	50,510	52,368	54,227	56,085	57,014
E2	02	43,077	44,006	44,935	45,864	46,794	47,722	48,651	49,581	50,510	52,368	54,227	56,085	57,014
E2	03	38,436	39,365	40,295	41,224	42,153	43,082	44,012	44,940	45,869	47,728	49,586	51,445	52,374
E3	03	38,436	39,365	40,295	41,224	42,153	43,082	44,012	44,940	45,869	47,728	49,586	51,445	52,374
E3	04	33,794	34,722	35,652	36,581	37,511	38,439	39,368	40,298	41,227	43,085	44,944	46,802	47,732
E3	05	29,153	30,082	31,012	31,940	32,870	33,799	34,729	35,657	36,586	38,445	40,303	42,162	43,091
E4	05	29,153	30,082	31,012	31,940	32,870	33,799	34,729	35,657	36,586	38,445	40,303	42,162	43,091
E4	06	24,511	25,439	26,369	27,298	28,228	29,156	30,086	31,015	31,944	33,802	35,661	37,519	38,449
E5	06	24,511	25,439	26,369	27,298	28,228	29,156	30,086	31,015	31,944	33,802	35,661	37,519	38,449
E5	07	23,585	24,514	25,443	26,372	27,301	28,231	29,160	30,089	31,018	32,876	34,735	36,593	37,522

Notes:

1. Initial placement on the appropriate schedule will be determined by the President based upon Salary Schedule Guidelines issued by the Chancellor. Advancement within a level and from one level to another is based on uniform guidelines issued by the Chancellor. Advancement in steps after the initial placement will be based on years completed in the position.

Salary schedule is determined based on the nature of the position.

A = Presidents

B = Deans

C = Professional Staff

D = Faculty

E = Support Staff

H = Support Staff 20-39 hours

L = Local (part-time hourly and temporary full-time)

Placement of an employee is based on the years of directly related experience.

EXAMPLE: Administrative Assistant (E4 05)

Finalist selected has 5 years of directly related administrative experience

Salary Schedule Placement E4 05 05 - \$33,799

Holiday Benefits

- Officially designated holidays are:
 - New Year's Day
 - Martin Luther King/Robert E. Lee Birthday
 - National Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Eve
 - Christmas Day

In addition, the President of Enterprise State Community College shall designate five other days on which the institution will be closed in the official, approved calendar of the institution.

Leave Benefits

- Personal Leave

- Instructors, Counselors and Librarians = up to five (5) days
- Other Personnel = up to two (2) days

- Sick Leave

- Fulltime employees earn one day of sick leave per month of employment
- Unlimited sick leave accrual creditable toward years of service for retirement

- Annual Leave

- Instructors, Counselors, and Librarians – No annual leave, but days off in between semesters (175 workdays in fall/spring, 54 workdays in summer, 229 total workdays)
- Other Personnel – See chart

Years of Experience Annual Leave Earned

0-4	1.00 day per month
5-9	1.25 days per month
10-14	1.50 days per month
15-19	1.75 days per month
20-above	2.00 days per month

Public Education Employees' Health Insurance Plan (PEEHIP)

- Offered to all full-time employees and permanent part-time employees.
- Coverage is available for single or family for the following policies
 - PEEHIP Hospital Medical Cancer
 - Dental
 - Cancer
 - Indemnity
 - Vision
 - Tobacco Premium

Please visit <http://www.rsa-al.gov/index.php/members/peehip/> for more information regarding specific policies , coverage and premiums under PEEHIP



Teachers' Retirement System (TRS)

TIER	Member Contributions	Retirement Eligibility
TIER 1	7.5%	Age 60 or older with at least 10 years of fulltime service OR Any age with at least 25 years of fulltime service
TIER 2	6.0%	Age 62 or older with at least 10 years of fulltime service

- Tier 1 plan member: Any member of the Retirement Systems who had service for which he or she received credit in the ERS or in the TRS prior to January 1, 2013.
- Tier 2 plan member: Any member of the Retirement System who first began eligible employment with an ERS or a TRS participating employer on or after January 1, 2013, and who had no eligible service in the ERS or the TRS prior to January 1, 2013.

Annual retirement pay =

Average of highest 3 years salary x years of service x 2.0125%

<http://www.rsa-al.gov/>

Employment Contacts

- Alabama Community College System Web site
www.accs.cc
- Enterprise State Community College Human Resources Office
Jessica Herbster, Human Resources Coordinator
(334) 347-2623 ext. 2222
- www.escc.edu and click on Employment

For current ESCC positions:

- Dothan Eagle, Enterprise Ledger, Southeast Sun, Troy Messenger, Opp News, Geneva Reapers, The Andalusia Star, Press-Register, The Huntsville Times, The Birmingham News and/or Montgomery Advertiser
- DiversityInc.com
- Alabama JobLink (joblink.Alabama.gov)
- HigherEdjobs.com
- ESCC website - escc.edu
- ESCC Facebook page
- ACCS website - www.accs.cc (UG Applicant Pool)

Tips for Success:

- Ensure you submit a complete application prior to the posted deadline.
- Address all requirements for credentials, experience, preferred qualifications or related skills of the position within your application packet.
- Research the position and be familiar with the duties of the position.
- Be confident in yourself and be able to discuss information included in your application packet.
- Show up early and be prepared.
- Dress appropriately for an interview setting.



Thank you for coming!