

1.0 Recruitment and Application Procedures for Adjunct Temporary Assignments

- 1.1 The Los Rios Community College District Human Resources Office will advertise as needed for part-time academic staff to provide an adequate pool of applicants.
 - 1.1.1 Only those persons having an application on file at the District will be considered as applicants.
 - 1.1.2 Applicants and employees with felony convictions and applicants and employees that are disqualified for service under Education Code, sections 87010, 87011, or 87405 shall be referred to Human Resources and individually evaluated based on the requirements of the position following factors:
 - 1.1.2.1 Nature and Gravity of the Offense(s). The Human Resources Office shall evaluate felony conviction(s) to determine the nature and severity of the offense(s) or conduct. This evaluation may take into account the harm caused by the crime, the elements of the crime, and the severity of the crime. A more severe crime would tend towards disqualifying the applicant.
 - 1.1.2.2 Time That Has Passed Since the Offense(s) or Conviction(s). The Human Resources Office shall evaluate the amount of time that has passed since the most recent offense or conviction and any prior offense(s). A single offense or a last offense committed more than ten (10) years prior to the application date suggests an applicant will not recidivate. Subsequent employment history and efforts at rehabilitation is relevant to this inquiry. Crimes committed more recently would tend towards disqualifying the applicant.
 - 1.1.2.3 Nature of the Job Held or Sought. In light of the first two factors, the Director of Human Resources shall examine the nature of the duties and essential functions of the job held or sought to determine if excluding the applicant is consistent with business necessity. Consideration may be given to the location of the job and the persons the applicant will come into contact with in the job. For example, convictions of property, theft, or larceny crimes tend toward disqualifying applicants for positions of trust or positions that control money or property. Convictions for violent felonies would tend towards disqualifying

applicants from positions that require contact with students, staff, or the public.

- 1.1.2.4 Applicants with disqualifying convictions shall be notified that they have been screened out due to a felony conviction and provided with an opportunity to demonstrate that they should not be screened out due to the applicant's particular circumstances. The Human Resources Office shall review this information prior to making a final decision.

2.0 Screening and Interview Procedures for Adjunct Temporary Assignments

- 2.1 (The equivalency processes as described in section IV.B of the District's Faculty Hiring Manual and Administrative Regulation R-5123 shall be used for all faculty hiring, including, but not limited to, adjunct faculty, long-term temporary, and emergency hires.)
- 2.2 The screening and interview committee shall consist of two (2) to three (3) discipline, related discipline, or outside discipline faculty members appointed by the College Academic Senate President after consultation with the department chairperson and appropriate administrator. Discipline faculty should represent the majority of members on the committee. The administrator of the department or area (usually the Division/Area Dean) appointed by the appropriate College Vice President. The Equity Representative shall be affirmed by the College Equal Employment Opportunity (EEO) Officer and appointed by the College Academic Senate President after consultation with the department chairperson and appropriate administrator from a list of faculty who have been trained within the last two years in equity and diversity matters.
- 2.3 Screening and interview committees will determine objective criteria for selecting candidates and develop standard interview questions.
- 2.4 The screening and interview committee will select and interview a sufficient number of applicants to allow for fulfillment of goals and to allow subsequent employment offers to be made to successful candidates.
- 2.5 Following interviews, the Chair of the interview committee will forward the rating sheets and other related documents, including the name of the recommended candidate through appropriate administrative channels, to the District Human Resources Office. The committee will note those candidates approved for adjunct assignment as "commendable."
- 2.6 If the department has a vacant position/assignment within twenty (20) working days of the beginning of such assignment, and is unable to conduct in a timely manner the adjunct hire process described above, the appropriate manager may fill that assignment without the benefit of screening and interview committee

action utilizing applications currently on file in the District Human Resources Office. Adjuncts hired under this “emergency hire” process may not be rehired for subsequent assignments unless they successfully complete the adjunct interview/hire process described above.

3.0 Criminal Background Check

- 3.1 Applicants shall be fingerprinted at the State Department of Justice or another qualified law enforcement agency. Employment shall not commence until clearance has been approved by Human Resources. The Human Resources Office shall review any new felony convictions that are discovered during this process under the process set forth in 1.1.2, above, and shall also take into account whether the failure to disclose the conviction was dishonest.
- 3.2 Applicants shall be required to pay the cost of the fingerprinting and processing.
- 3.3 When warranted by exigent circumstances as determined by District Human Resources, a temporary employee may be permitted to begin work prior to clearance having been granted by Human Resources.
- 3.4 Police records shall be shown only to those with the legal right to see them.

4.0 Hiring Procedures for Returning Adjunct Temporary Employees

- 4.1 Temporary employees hired prior to February 4, 1980, and temporary employees hired according to procedures 2.1 through 2.4, may be rehired for subsequent assignments without screening and interviewing.
- 4.2 Employees hired under 2.5 may be rehired for subsequent assignments only after screening and interviewing per sections 2.1 through 2.4.

5.0 Adjunct Faculty Assignments

- 5.1 Assignments of adjunct tenured (part-time) employees will be limited to their level of tenure, e.g., a person tenured at twenty percent (20%) will be scheduled for neither more nor less than the twenty percent (20%) to which the employee is entitled.
- 5.2 Tenured staff members without full loads will first be given available assignments in which they qualify, up to the percentage of their tenure.
- 5.3 The District recognizes only those employment rights to adjunct temporary and overload pay assignments specified in State law and in the current District/LRCFT agreement.
- 5.4 Assignments of adjunct temporary employees will not exceed sixty-seven percent (67%) of a full-time load.

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- 5.5 Continuation of adjunct assignments by temporary employees and overload assignments by regular employees, among other factors, will be contingent upon performance evaluations that meet or exceed standards.

(Formerly R-5119)

LRCCD

Adm. Regulation Adopted: 2/13/80

Adm. Regulation Revised: 9/3/80; 10/20/82; 10/13/97; 10/9/00; 8/25/03; 2/23/15; 4/25/16;
9/26/16

Adm. Regulation Reviewed: 9/26/16

Board Policy: [P-5122](#)