

## Board Policies

### **ADMINISTRATIVE AFFAIRS**

#### **161.00 REQUISITION AND SELECTION – NON-FACULTY PERSONNEL**

The College will employ qualified personnel for all positions without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Further, the Board of Trustees shall comply with minimum wage and overtime standards for employment as specified in the Fair Labor Standards Act, as amended, 1986.

This Policy is implemented through Procedure AP 161.

Adopted December 16, 1968  
Revised July 19, 1971  
Reviewed July 11, 1989  
Revised October 15, 1990  
Revised June 19, 2000  
Revised July 21, 2003  
Revised December 17, 2007  
Revised March 14, 2022  
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