

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number 520.48	Effective Date 11/19/98 Revised 8/1/01 2/23/17	Page  1 of 1
<b>POLICY</b>	Approval		
Title			
<b>JOB POSTING</b>			

1. **PURPOSE AND SCOPE**

The purpose of the policy is to provide guidelines for posting job openings.

2. **POLICY**

It is the policy of the College to publicly advertise job openings. However, administration reserves the right to advance an individual from within without posting notice.

3. **DEFINITIONS**

3.1 **Administration:** President and vice presidents.

4. **REFERENCES**

- Ogden-Weber Technical College Employment of Relatives policy (#520.3)
- Ogden-Weber Technical College Employee Conduct policy (#520.30)

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**1. General Guidelines**

**1.1** In general, a position shall be posted if:

**1.1.1** there is a position vacancy; or

**1.1.2** a new position has been created.

**1.2** In general, a position shall not be posted if:

**1.2.1** the change is to correct a mistake or inequity in classification of range;

**1.2.2** additional job duties have been added to the same position; or

**1.2.3** a position's personnel classification is being restructured for retention purposes. This action shall require the president's approval.

**1.3** Advancement of employees through the job application process is subject to the non-discrimination provision of all applicable College policies and the criteria in the College Nepotism policy, if applicable.

**2. Job Postings**

**2.1** The College shall publicly advertise job openings, even if the position is to be filled by an internal candidate. However, administration reserves the right to advance an individual from the department where the position is open without posting notice.

**2.2** For a position that is to be filled by an internal candidate:

**2.2.1** The job announcement shall state that only internal candidates shall be considered for the position.

**2.2.2** Only current employees of the College who meet the requirements of the job posting may apply.

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- 2.2.3 Current employees are not guaranteed the position they are applying for simply because of their status.
- 2.2.4 Internal job vacancy announcements shall be posted for a minimum of three working days (excluding weekends and holidays).
- 2.2.5 Applications must be submitted to the College by the closing date.