

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Qualifications and Duties (DDA)	Section D: Personnel	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Personnel Positions	Policy: DDA	
Subtitle: Qualifications and Duties	Date Adopted: 8-01-20	

Purpose

The College will have a process through which the qualifications, duties, and responsibilities of all positions are defined, reviewed, and made accessible.

Procedure

Job Description

Wharton County Junior College has a Job Description for every full- and part-time position. Job Descriptions are developed by the hiring supervisor and reviewed for by the Human Resources Department when a supervisor creates a new position and/or when advertising for a vacant position. The Human Resources Department review of Job Descriptions ensures required prior work experience, educational requirements, and essential job functions are appropriate for the position. Job Descriptions for new hires are signed by the employee and their supervisor and returned to the Human Resources Department for inclusion in the employee’s personnel file. Job Descriptions are maintained in the Human Resources Office and assessable to supervisors and employees on request.

Qualifications for Employment

The Dean of Human Resources as the President’s designee, shall determine and verify the eligibility for employment of all personnel prior to making an offer of employment. If determined after initial employment that the employee was not eligible for employment:

1. At-will employees shall immediately produce proof of eligibility. If proof of eligibility cannot be produced, the employee shall be dismissed.

2. Contract employees must possess full qualifications as required by the Southern Association of College and Schools Commission on Colleges, Texas Higher Education Coordinating Board, and any specialized accrediting group. A contract employee who is not able to produce proof of appropriate credentials shall be recommended for dismissal.

Emergency Situations

In an emergency situation, the College President may assign an employee to a position for which the individual does not meet the position requirements. In addition, the College President may require a reasonable plan to remediate any deficiencies.

Date Prepared: 1-20-21 (JJJ)

Revised Date: