

# **POLICY: 4.1.1. (III.B)**

## **Recruiting and Hiring**

**Revised:** August 25, 2003; September 28, 2001; January 17, 2001;  
April 13, 1995  
**Last Reviewed:** August 25, 2003  
**Adopted:** May 5, 1988



### **POLICY:**

Vacant positions shall be filled by selecting the best-qualified applicant on the basis of merit.

The System and its constituent technical colleges shall conduct all recruitment activities in accordance with the Statement of Equal Opportunity and all other applicable laws, rules and regulations. The System shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or for any other reason on the basis of religious opinions or affiliations, race, color, national origin, disability, sex or age.

The Commissioner is authorized to transfer employees within the agency if deemed beneficial to the productivity of the agency.

Each technical college and the System Office shall follow the guidelines of the Recruiting and Hiring procedure.

### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
TCSG Procedure: 4.1.1p1. Recruiting and Hiring