

D.2.2 (Policy) Hiring Practices

Responsible Department: Talent, Organization and Strategic Innovation

Board Adoption: 4-28-09

Last Board Action: 1-13-10

Last Amended: 5-24-17, 1-5-26

Reviewed: 9-27-22

The Alamo Colleges District shall adhere to College District policies and procedures and applicable laws in the selection of all employees including Texas Senate Bill 37 (89R) (“SB37”), Section 2.01, codified as Texas Education Code § 51.352 and Section 2.03, codified as Texas Education Code § 51.913. TOSI (Talent, Organization and Strategic Innovation) is responsible for developing employment procedures, and ensuring compliance with College District employment policies and procedures.

The Board seeks to employ only the most outstanding personnel available. The Alamo Colleges District shall seek qualified persons for each position based on job-related standards of education, training, experience and personal qualifications.

All positions are vital to the operations of the College District and shall be filled promptly utilizing efficient recruiting and selection processes. Hiring policies and practices shall be administered fairly and equitably. The College District shall not give preferential treatment in any employment practice.

TOSI shall verify employment eligibility for the College District within three business days of hire or actual commencement of duties for all persons hired by examining documents that establish identity and by authorizing and completing the I-9 Form issued by the U.S. Department of Homeland Security- Citizenship and Immigration Services .

Legal Reference - TACC Policy Reference Manual

*Legal Reference – Texas Education Code, including TEC § 51.352
TEC § 51.913*