

## **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

Reviewed: 9-27-22

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The Alamo Colleges District shall adhere to College District policies and procedures and applicable laws in the selection of all employees. The Human Resources department 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. Hiring policies and practices shall be administered fairly and equitably. The College District shall not give preferential treatment in any employment practice.

The College District shall verify employment eligibility 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 Federal Immigration and Naturalization Service.