



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Eligibility for Initial Employment
CODE:	3002
DATE ADOPTED:	July 1991
DATE REVIEWED:	Aug 2022; Aug 2010; Mar 2022
DATE AMENDED:	Sept 2010; Sept 2019; April 2022

Eligibility for initial employment at Southwestern Illinois College shall be based upon the competencies necessary to fulfill the position requirements. Southwestern Illinois College has no residency requirement for employment. Southwestern Illinois College does not engage in patronage hiring practices.

Southwestern Illinois College normally pays neither relocation expenses nor reimbursement of candidate travel expenses. In those cases where the College President believes that such expenses are warranted, she/he shall seek prior approval from the Personnel Committee of the Board of Trustees before approving such expenses.

As an equal opportunity employer and in accordance with applicable federal and state law, the administration shall seek to recruit and recommend the most qualified candidates for all positions within the institution. No applicant shall be discriminated against based upon race, creed, color, sex, religion, national origin/ancestry, disability, sexual orientation or age. These individual characteristics shall not be a factor in making an employment selection.

As an equal opportunity employer, the College does not discriminate against any applicant on the basis of marital status, family relationship, or domicile. The fact that an individual is related to a college employee or Board member should not be a factor in making a decision to hire the employee.

However, under no circumstances may an employee be assigned to a unit in which decisions regarding her/his employment, duties or status are made under the supervision of a relative or an individual residing in the same domicile.

For the purposes of this policy, relative is defined to include spouse, parent, child, stepparent, stepchild, brother, sister, or domestic partner.

Notwithstanding any contrary provision herein, eligibility for employment at SWIC remains subject to Policy #3005 on SWIC Retirees or Other SURS Annuitants.

The selection of an applicant who is a college employee's or a board member's relative shall be made on the same basis as all other college employment decisions are made and in accordance with the college's Affirmative Action Plan.

See Policy #3004 Equal Employment Opportunity.