

# Recruitment Policy & Procedures (Advertising Guidelines)



The Human Resources office expects to assume all reasonable and necessary expenses incurred for the recruitment of College staff. It is expected that hiring supervisors will exercise prudent judgment when incurring expenditures consistent with the policies and guidelines set forth in this process. The following outlines the College's policy towards recruitment expenses:

## I. Advertising:

- a. Human Resources will select locations the position has been successfully advertised in the past. Successful advertisement is defined as recruiting qualified applicants who are interviewed and/or offered the position.
- b. The hiring supervisor is asked to provide any recruitment leads Human Resources is not aware of including associations, organization or locations qualified candidates may look for employment opportunities in that particular field.
- c. No position will be advertised over a Holiday or Holiday weekend.
- d. Certain situation or times of year will result in recruitment delays.

## II. Advertising Cost Limit:

- a. Human Resources will be responsible for advertising expenses for one external posting for positions at the Director level or above. Advertising expenses for any additional online postings will be the hiring department's responsibility.
- b. The hiring department is responsible for advertising expenses for all external postings for positions below the Director level.
- c. Human Resources may change these limits to remain within the Search Budget.

## III. Interviewing Expenses:

- a. Travel expenses will be reimbursed for recruitment efforts for positions at the Director level or above. Travel expenses for any other positions will be the hiring department's responsibility, unless deemed necessary by the President or Associate Vice President for Human Resources.
- b. Human Resources expect that hiring departments will be prudent when arranging travel arrangements and accommodations.
- c. Travel by the Hiring Supervisor will be reimbursed for trips to conferences for recruitment purposes only and are subject to the ad cost limit. All meals for these trips will remain the department's responsibility.
- d. If traveling by car, the employee can either keep an accurate record of actual gas expenses along with all receipts or compute mileage with IRS mileage allowance of 56.5 cents per mile for business miles driven as of January 1, 2013.
- e. The department will be responsible for any expenses for catering or lunches in connection with recruitment efforts.

## IV. Executive Searches

- a. Vice President, Dean, and Associate Vice President position searches will be handled by the President and/or Associate Vice President for Human Resources.

## Receipts:

- Receipts must have an itemized listing of all charges.

## Non-Negotiable Recruitment Expenses:

- Catering expenses and Lunches will not be paid by Human Resources
- Advertising requests that exceed the established limit
- Purchase or payment of any personal items or fees such as entertainment, airline travel club fees, movies, sporting events, clothing, toiletries, barber/hair salon, shoeshine, laundry, valet service charges, automobile upgrades, etc
- Costs incurred by failure to cancel transportation/hotel reservations, or other travel-related activities
- Additional personal travel insurance or insurance offered by auto rental agencies over and above that supplied by the College

- The College will not reimburse the employee for charges for any member of the employee's immediate family (i.e. spouse, children, parents, grandparents, uncle, aunt, cousin, etc.), friends, acquaintances or pets of the employee
- Expenses for moving animals, camper trailers, boats, and other non-business related items
- Cost of personal credit cards
- Loss of personal property or funds
- Parking tickets or traffic violation fines
- Damage to personal car or property
- Child care expenses
- Living expenses applicable to days by which the travel is extended for personal reasons

**Guidelines for submitting request for recruitment expense reimbursement:**

- All expenses must be clearly and correctly described and represent money actually expended on behalf of the College for recruitment purposes.
- The substitution of an item of expense not actually incurred, for another expense that was incurred is prohibited.
- Prepare expense reports legibly. Alterations must be initialed.
- Unusual items must be explained. Do not use the terms "incidentals" or "Miscellaneous."
- All expenses incurred must be broken by definition.
- Attach ALL ORIGINAL RECEIPTS for any expenditure not handled by Human Resources.
- Hotel itemized bill receipts must always be attached. A credit card slip alone does not satisfy the receipt requirements.
- For air travel a receipt listing the amount the traveler paid must be submitted.
- Fees for checking and handling luggage should be included in "Additional Expenses." The College reimburses the expense of \$1.00 per bag for portage.
- Tips for taxi drivers should be included with "Taxi/Bus/Shuttle Expenses."