# 1540.040 CLASSIFIED CERTIFICATION PROCEDURE

To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

## A. PURPOSE

[WAC 357-16](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16) allows employers the authority and discretion to carry out activities related to recruitment, applicant assessment, the creation of applicant pools and in determining the number of names certified for position vacancies. This procedure satisfies the requirement that all agencies develop procedures for certification per [WAC 357-16-120](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-120) and examination review and/or removal from an applicant pool per [WAC 357-16-177](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-177).

## B. PROCESS

In consultation with human resources, the hiring official will identify position-specific education, experience and competencies prior to posting a position vacancy. Prior to closing the announcement, the hiring official in consultation with human resources will assess and determine whether there are a sufficient number of qualified applicants in the applicant pool. Wenatchee Valley College will consider all applicants who meet the competencies and requirements of the position.

## C. NUMBER OF NAMES TO BE CERTIFIED ([WAC 357-16-120](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-120))

Our needs as an employer are best served by not establishing a uniform limit on the number of names certified to vacancies. All applicants in the applicant pool who meet the competencies and other position requirements will be certified in accordance with rules regarding the order of names certified.

After certification, additional screening methodologies may be used to reduce the size of the applicant pool and will be based on the job related competencies and requirements for the position ([WAC 357-16-075](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-075)). Screening methodologies may include, but are not limited to, a review of applications or resumes, pass/fail skill tests and supplemental examinations ([WAC 357-16-070](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-070)).

## D. ORDER OF NAMES CERTIFIED ([WAC 357-16-130](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-130))

Only eligible applicants who satisfy the competencies and other position requirements of the position to be filled will be certified. The order of certification of names is determined as follows:

### 1. All eligible applicants on the internal layoff list are certified to the employing official.

### 2. If there are no names on the internal layoff list the college will certify:

#### a. All applicants on the statewide layoff list;

#### b. All internal promotional applicants, as defined in college’s promotional policy; and

#### c. All other eligible applicants.

Employees who have completed an approved training program and who meet the competencies and other position requirements may also be referred to the employing official.

## E. SUPPLEMENTAL CERTIFICATION FOR AFFIRMATIVE ACTION PURPOSES ([357-16-135](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-135), [140](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-140))

The college is committed to recruiting broadly for qualified applicants. Because all applicants who meet the competencies and other position requirements for a position are certified, no supplemental names will need to be added to the certified pool. However, should the pool of applicants reflect a small number of names, the hiring department will have the option to continue to recruit to enlarge the applicant pool.

## F. VETERAN’S PREFERENCE ([WAC 357-16-110](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-110))

If a scored examination is used prior to certification, additional points will be added to the qualifying veteran’s score in accordance with [RCW 41.04.010](https://apps.leg.wa.gov/RCW/default.aspx?cite=41.04.010). If there is no scored examination administered prior to certification, the individuals identified in [WAC 357-16-110](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-110) will be referred as part of the certified pool, to the employing official, as long as the individual satisfies the competencies and other position requirements.

## G. REMOVAL OF NAMES FROM POOL ([WAC 357-16-155](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-155), [160](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-160))

The college may remove an eligible applicant’s name from a certified pool for “good and sufficient” reason. The applicant will be notified in writing of the removal from the pool and given the reason for removal. The notification will include the applicant’s right to request a review of the removal. Written notice may be provided using alternative methods such as e-mail, campus mail, the state mail service or commercial parcel delivery in accordance with [WAC 357-04-105](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-04-105).

Per [WAC 357-16-115](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-115) and [WAC 357-16-157](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-157), the above does not apply to applicants who are declined for further consideration during the assessment process for job-related reasons or names removed as a result of the applicant being appointed to a position.

## H. REQUEST FOR REVIEW PROCEDURE ([WAC 357-16-170](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-170), [175](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-175))

An applicant may request a review of their examination results or the removal of their name from an applicant pool when the removal is due to good and sufficient reason under the provisions of [WAC 357-16-155](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-155), by contacting the human resources office. The request for review must be received by the human resource office within 20 calendar days following notice of the action for which a review is requested. When a request for review is received, the review will be assigned to a human resource representative who was not involved in the action under review. Per [WAC 357-16-180](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-16-180), review decisions are final and not subject to further review or appeal.

## I. USE OF POOL FOR FUTURE VACANCIES

Once an applicant pool has been established, it may be certified for other significantly similar vacancies that occur in the future, generally no more or less than three months from the initial certification date. No applicant pool may be used for vacancies that are not determined significantly similar by the chief human resources officer or designee. An applicant pool can be cancelled or extended at the discretion of the chief human resources officer or designee.

## J. REEMPLOYMENT WITHOUT CERTIFICATION ([WAC 357-19-455](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-455), [460](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-460))

The college may directly reemploy without certification former permanent status employees who have submitted an application for employment as long as there are no eligible applicants on either the internal or statewide layoff lists and the former employee satisfies the competencies and other requirements of the position to which the employee is being reemployed. Prior to reemployment to Wenatchee Valley College the former permanent employee must submit an application for reemployment and other documents required by the college at the time of application. Wenatchee Valley College does not have a time limit for reemployment application.

## K. DISABILITY SEPARATED APPLICANTS ([WAC 357-19-470](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-470))

Former permanent employees of Wenatchee Valley College who were disability separated and are eligible for reemployment will be treated as internal promotional applicants for certification purposes for up to two years from the date of separation in accordance with [WAC 357-19-465](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-465), [470](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-470), [475](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-475) and [480](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19-480).

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Procedure contact: Human Resources

Related policies and procedures

1540.020 [Classified Recruitment and Assessment Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/1540.020-classified-recruitment-assessment.html)

540.030 [Classified Promotional Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/540.030-classified-promotional.html)