



## **Mountain Song Community School Recruitment and Hiring Policy**

### **Policy/Procedure**

This policy provides an overview of MSCS's hiring process.

### **Hiring Personnel**

**Hiring Official:** When hiring for a position on the Executive Director, the Hiring Official is the MSCS Board of Directors. For all other positions at MSCS, the Hiring Official is the Executive Director.

**Hiring Committee:** If recruiting for an Executive Director position, the Board of Directors shall convene a Hiring Committee, an ad-hoc committee whose sole purpose is that of assisting in the hiring of the Executive Director. If recruiting for any other position, the Hiring Official may choose to convene a Hiring Committee. The Hiring Committee consists of the Hiring Official as Committee Chair, and a group of community volunteers whose job duties include assisting the Hiring Official in tasks related to recruitment and hiring.

### **I. RECRUITMENT**

**Requisitions:** The Hiring Official must gain general and budgetary approval from the Board of Directors for creating or reestablishing unfunded positions. Proposals for new positions and positions which have been vacant since the beginning of the school year must be brought to the Board of Directors regular meeting. Board members will review the financial and academic impact that the new/reestablished position will have on the school and vote to approve the new/reestablished position. If approval has been received, the Hiring Official may then take the next steps in the hiring process.

**Postings:** All positions are posted for a minimum of five days and viewable to internal and/or external applicants on the school's website.

**Advertising and Outreach:** External advertising for open positions includes, but is not limited to, advertising on websites, targeted recruitment sites, newspapers, professional organizations, and other appropriate avenues at the recruiter's discretion.

**Applications:** All applicants complete a MSCS employment application when applying for open positions.

**Candidate Pools:** To ensure consistency in the hiring processes and adherence to compliance requirements, all applications are maintained in a centralized location with the Director of Operations and access is limited to hiring representatives.

## **II. DUE DILIGENCE**

**Screening:** Hiring Committee Chair and/or Executive Director will screen candidates before developing a slate for the Hiring Committee to review.

**Interviews:** The Hiring Committee should conduct in-person interviews with qualified candidates and use consistent lines of inquiry to determine the selection of the final candidate(s). Interviewing about past performance is a preferred method to predict future performance. Questions shall be job-related and strictly adhere to all EEO guidelines.

**Demonstration Teaching:** All pedagogical-oriented positions (i.e., class, special subject teachers and Pedagogical Director) shall be expected to provide a teaching demonstration as part of the hiring process.

**References:** External candidates shall provide the Hiring Committee with a minimum of three professional references. Previous employment for the last five years will be checked regarding Job Title, date(s) of employment, reason for leaving, and whether the individual is eligible for rehire. These references and job history shall be checked and documented by the Hiring Committee prior to an offer being extended. Internal candidates shall provide the Hiring Committee a minimum of two professional references and the Hiring Official shall consult with their current supervisor before making an offer on any transfer within the school.

**Background Checks:** The pre-employment background screen program will be administered in compliance with all federal, state and local laws. Candidates shall be informed that all offers of employment are contingent upon adequate results from the background check. Candidates cannot begin work until notified by the Director of Operations that they have met all pre-screening requirements. The background check will be processed once a contingent offer of employment is made to the selected candidate. These guidelines apply to the evaluation of background check results:

Employment eligibility of new hires, transfers, and rehires will be determined by reviewing the findings against the established criteria and the job duties/requirements for each position. The determination will take into account the position applied for, as well as the relevant factors, including any legal and/or regulatory requirements.

If the results received contradict the application, the candidate will be removed from the process due to falsification of application. Applicants who falsify their applications will be documented as ineligible for hire and will not be eligible for future consideration for employment at the school.

**Disposition of candidates/record keeping:** The school shall keep any notes, resumes, electronic or paper documents used during the interview process for two years after the hire is made.

### **III. HIRING**

**Offers:** Once the Hiring Official has selected a candidate, the Director of Operations will make a salary recommendation based on the current salary scale and internal equity factors. The Hiring Official will negotiate and make final salary decisions. The Board of Directors or Executive Director, where appropriate, will prepare an Employment Agreement and present it to the incoming employee. No other means of notification are approved.

Under certain circumstances, it may be necessary to rescind a contingent offer of employment. These circumstances include, but are not limited to, the following:

- A candidate fails to comply with established timelines associated with the pre-employment screening process
- A candidate does not pass the pre-employment screening
- A candidate falsifies information on the application or related documents
- Reference information is unfavorable or inconsistent with information provided by the candidate
- A candidate is unable to provide documentation of their eligibility to work in the United States

In the event that it is appropriate to rescind an offer, the Hiring Officer will notify the candidate in writing.

**Work Eligibility:** Upon accepting an offer of employment, new hires will be required to complete Section I of the I-9 and the Employer Attestation no later than the first day of employment. Documentation that establishes eligibility to work in the United States must be presented no later than the 3rd day of employment.

Arrangements with individuals providing services with the intent to pay through accounts payable or other procurement processes should be reviewed and approved by the Director of Operations. Consult with human resources consultant for a determination of whether a Consultant/Independent Contractor relationship exists. Those who do not meet the IRS eligibility requirements may be considered for hire as a temporary employee.

**Rehires:** A former employee may be considered for rehire if the separation from prior employment was voluntary, appropriate notice was provided, and the employee worked through the notice period unless circumstances did not allow for this.

The Hiring Committee will review the personnel file of the former employee who has applied for reemployment and verify eligibility for rehire before forwarding the application. The Hiring Official will be advised of the former employee's eligibility for rehire. If the former employee is deemed as rehirable, they shall be permitted to participate in the application process.

**Transfers:** Employees must have held their current position for a six month period to be eligible for a transfer. Individuals who are not meeting performance expectations must provide evidence of formal performance counseling or relevant training to the Hiring Committee in order to be eligible to transfer within the school system. When these conditions are met, current employees may be permitted to participate in the application process.

**Employment of Minors:** The school does not employ individuals under the age of 18 in permanent positions. It may be appropriate to hire individuals who are under 18 years of age in temporary positions. Minors may not work in certain types of laboratories or operate certain types of machinery/equipment in accordance with local and state labor laws and OSHA guidelines.

**Employment of Family Members:** Refer the Anti-Nepotism Policy for conditions governing employment of family members.

**Non-discrimination statement:** Mountain Song Community School] does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

**Non-discrimination Policy:** Mountain Song Community School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

#### **IV. Orientation**

An orientation to the school is provided to new employees, on their first day of employment. Mountain Song Community School will provide to every new employee the opportunity to orientate to the new work environment.