



## **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 Leadership Team (ELT), the Hiring Official is the MSCS Board of Directors. For all other positions at MSCS, the Hiring Official is the ELT.

**Hiring Committee:** Before recruiting for a position, the Hiring Official may choose to convene the Hiring Committee, an ad-hoc committee whose sole purpose is that of assisting in the hiring of personnel. 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 Business Manager and access is limited to hiring representatives.

## **II. DUE DILIGENCE**

**Screening:** Hiring Committee Chair and/or ELT 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 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 pedagogically 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 in regard to 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 prior to notification from the Business Manager 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:** When the Hiring Official has made the final selection of the candidate to hire, a salary recommendation will be made by the Business Manager 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 screen;
- 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:** New Hires will be required to complete Section I of the I-9 and the Employer Attestation upon accepting an offer of employment, but 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 Business Manager. 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 rehireable, 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.

#### **IV. Orientation**

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

## **Separation of Employment Policy**

### **Policy/Procedure**

The purpose of this policy is to identify the guidelines to be followed at the time an employee separates employment MSCS through resignation or termination.

### **Procedures and Guidelines**

When a supervisor of an employee of Mountain Song Community School becomes aware of the intention of an employee to voluntarily terminate their employment with the school whether through a written letter of resignation or verbal resignation, the supervisor must immediately inform the ELT to initiate the procedures of this policy. If the supervisor of the resigning employee is the ELT he/she must inform the board of directors and involve the Business Manager to initiate the procedures of this policy.

### **I. Notice Requirement**

Employees who voluntarily terminate their employment are asked to give at least a two-week notice.

Once the resignation has been accepted, supervisors are not required to allow an employee to rescind a resignation, whether it was given verbally or in writing.

After consultation with the Business Manager, supervisors may choose to have the employee leave immediately rather than continue working through the two-week notice period if the extension is deemed to be potentially disruptive. In such cases, the employee will still be paid through the two-week period.

Whenever possible, separations should be effective at the completion of the school year, to provide the students a sense of stability.

## **II. Involuntary Termination of Employment**

Any mid-year termination shall be avoided and should happen due only to egregious circumstances (i.e., endangering others, committing a crime, etc.) or in unresolved conflict or ongoing poor performance which is harming the overall mission of the school. In most circumstances when terminating the employment of an employee, measures will have been taken by the supervisor with the employee to avoid this action. All involuntary terminations will come only after the supervisor has consulted with the Executive Director and the Business Manager or when the Executive Director is supervisor, he or she has consulted with the Board of Directors.

## **III. Separation Procedures**

When a staff member ends employment with MSCS, the supervisor is responsible for the following steps:

Initiate the termination documentation as soon as the employee announces her/his intent to leave MSCS.

Schedule with Human Resources an exit review for the employee on their last day of employment. At that meeting, Human Resources will review the following items with the employee:

- Eligibility for COBRA/State Continuation
- Group life insurance conversion options
- Vacation days accrued
- Miscellaneous payroll deductions
- Employee exit checklist

Complete the exit checklist by receiving employer-owned items, to include, but not limited to:

- Keys to Facilities, Office Doors, Vehicles, Desks, Filing Cabinets, etc.
- Badges
- Employer Written materials, Manuals, handbooks, etc.
- Computer and accessories
- Cell Phones, Walkie talkies
- Credit Cards

### **Final Paycheck**

- If Voluntary Separation– Due on the next scheduled pay date.
- If Involuntary - Due at time of separation or within 72 hours.

#### **IV. Employment Record**

All records and appropriate paperwork related to the employee's separation will be maintained in Human Resources for seven years.

This policy is intended as a guideline to assist in the consistent application of School policies and programs for employees. The policy does not create a contract, implied or expressed, with any staff members who are employees at will. The school reserves the right to modify this policy in whole or in part, at any time, at the discretion of the school.

## **Revision History**

| <b>Date</b> | <b>Approval Status</b> | <b>Change Description</b>                             |
|-------------|------------------------|---|
| 2018-11-04  | DRAFT                  | Convert to standard format. Replace director with ELT |
| 2018-12-11  | APPROVED               | Approved by Board                                     |