

405. Staffing and Hiring Policy

Adopted January 14, 2010

Objective:

The objective of this policy is the following

1. Define the purpose of this policy.
2. Define who this policy applies to.
3. Define staffing and hiring authority.
4. Define staffing and hiring guidelines.

Purpose:

The purpose of this policy is to establish consistent procedures for the recruitment and selection of candidates for positions at Cannon River STEM School (known hereafter as CRSS). The Board of Directors of CRSS recognizes its legal responsibilities to ensure and establish adequate levels of staffing, salaries/rates, qualifications of candidates, and the candidate selection process.

Applicability:

This policy applies to all paid, non-temporary positions at CRSS.

Authority:

The CRSS Board of Directors has the sole authority and responsibility to create new/additional staff positions, change or eliminate positions, establish salaries, and approve candidates for hire.

Staffing and Hiring Guidelines:

The hiring procedures outlined below must be followed in order to appoint candidates to any position at CRSS. The primary goal in the employment process is to fill vacancies with the most qualified candidates available who will work well with the CRSS team. In this pursuit, CRSS will adhere to the principles of Equal Employment Opportunity.

CRSS provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel policy and procedure, and maintains compliance with applicable laws and regulations.

No person is to be discriminated against because of race, color, creed, religion, sex, national origin, disability, armed services veteran status, or age with respect to terms, conditions, and privileges of employment including hiring, discipline, training, placement, development, promotion, transfer, compensation, benefits, educational assistance, layoff, social and recreational programs, employee facilities, termination, and retirement.

Staffing and Hiring Process:

To assure careful selection and orientation of new staff into the CRSS community, the Board of Directors promotes a collaborative process to facilitate the hiring of all school personnel.

Teaching staff must meet all Minnesota state licensing requirements for qualified teachers.

All non-instructional, instructional, and administrative staff are encouraged to participate in and obtain certification or ongoing professional development related to their area of responsibility, in accordance

with state and federal regulations.

1. The first step in the hiring process is notice to the Board of Directors of a position opening.
2. Recommendations to create a new position must be submitted to the Board and approved prior to the start of the search for an employee to fill the position. This recommendation will include:
 - *Rationale, needs assessment
 - *Required qualifications and selection criteria
 - *Job description
 - *Proposed salary range/rates, determined by the required position qualifications and established salary range
 - *Plan for job search, ie where the position will be posted/advertised, including cost
3. A file of current job posting ads will be maintained and will include narrative versions for internet/website use, and abbreviated versions for print advertising.

Job postings will include:

- *Position title
- *Salary range if known
- *Brief description of duties
- *Minimum qualifications, and desired qualifications
- *Name and address of where to send applications
- *Last day for filing applications
- *EEO statement

And require applicants to provide:

- *Letter of interest
- *Copies of certification, transcripts as applicable
- *Resume
- *Three references
- *Professional portfolio as applicable

4. A job posting (ad) for open positions will be published in either or both of the following ways:
 - a) Internally
 - *Notice by email of an open position to all current staff
 - *Posting on school website
 - b) Externally
 - *Internet
 - *Print publications such as the local newspapers, as applicable.

Open positions will be posted for at least two weeks, or until the position is filled.

5. A file folder for each open position will be created and contain:
 - *Job description
 - *Job posting
 - *Resumes, cover letters, certifications, professional portfolios of qualified candidates
6. A file of submitted resumes for various positions will be maintained and rotated out on an annual basis.

7. Current staff and recommendations of candidates by current staff will be given consideration.

Screening/Interviews/Selection:

1. Resumes will be screened and reviewed, and candidates will be interviewed and selected by the appropriate interview team members based on the following criteria:
 - a) Selection of the Executive Director will be made by the entire Board based on criteria developed through a collaborative process.
 - b) Selection of teaching or office staff will be made using a collaborative process involving the Executive Director and representatives of the Board, and possibly 1-2 teachers and/or 1-2 parent representatives.
2. Questions will be devised which are not biased against gender, race, religion, sexual orientation, disability, familial status, color, citizenship status, national origin, creed, veteran status, or any other factor protected by law; the same questions for a position will be used for selection of all candidates for that position.
3. Resumes will be screened for minimum entrance requirements.
4. Candidates will be selected for interview; interviews will be scheduled, and candidates will be interviewed. A letter will be sent to all applicants not selected for an interview. Candidates will be asked to sign a letter granting permission for a background check. Candidate will be asked to complete application for employment. If time permits, final candidates for a teaching position will be asked to demonstrate teaching in a classroom setting.
5. Reference checks will be performed; a set of questions will be developed and used consistently when checking references.
6. Candidates will be selected for final (second) interviews if needed.
7. Applicants will be ranked and the staffing committee will make a recommendation based on those rankings and the recommendations of the parent and teacher representatives. These recommendations will be made to the Board.
8. (Final candidates will be asked to complete pre-employment requirements. Pre-employment requirements will include a drug test, paid for by the CRSS, as well as fingerprinting which will be paid for by the applicant.)

Approval:

1. Selected candidates will be recommended to the Board for final approval.
2. Candidates not selected will be sent letters as soon as the position is filled.
3. Upon verbal acceptance of the conditional offer of employment, a written offer of employment will be sent to the candidate and will include:
 - *Job title
 - * Salary
 - *Hours
 - *Benefit eligibility
 - *Employment at will
 - *Start date

Hiring:

1. The following information will be collected for a Personnel File on each individual employee. A paperwork checklist will be included inside the front cover. This confidential file will include:
 - *Resume
 - *Offer letter, signed by individual

- *Attendance records
- *Job description
- *Employee Handbook confirmation
- *Payroll deduction forms
- *H/R documents
- *Emergency contact information
- *Birth certificate
- *Copies of certifications

Probation/Orientation/Mentoring:

1. During the 90-day probationary period, all permanent/temporary staff members will be introduced to school procedures. Orientation, staff development, mentoring, and continuous support for each position will be developed through the use of a collaborative process.
2. Criteria for applicable and appropriate orientation, staff development, mentoring, and continuous support for each position will be developed through the use of a collaborative process.

Exit Interviews:

Whenever possible, in cases of voluntary terminations, a CRSS Board member, or the School Executive Director shall interview the departing employee on or just prior to his/her last day of work. This interview will serve to ascertain the employee's forwarding address, to sign off on retirement and/or insurance conversions, and to obtain further details on the employee's reasons for leaving. The written results of the interview shall be placed in the employee's personnel file.