

Title: Staffing and Hiring

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
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Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Staffing and Hiring Policy

1.1. 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.

1.2. Purpose

The purpose of this policy is to establish consistent procedures for the recruitment and selection of candidates for positions at the Sheridan Japanese School. The Board of Directors of the Sheridan Japanese School Foundation (SJSF) recognizes its legal responsibilities to ensure and establish adequate levels of staffing, salaries/rates, qualifications of candidates, and the candidate selection process.

1.3. Applicability

This policy applies to all paid, non-temporary positions at the Sheridan Japanese School.

1.4. Authority

The Sheridan Japanese School Foundation Board of Directors has the sole authority and responsibility to create new/additional staff positions, establish salaries, and approve candidates for hire.

1.5. Staffing and Hiring Guidelines

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

The SJSF 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 recreation programs, employee facilities, termination, and retirement.

1.5.1. Staffing and Hiring Guidelines

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

Certification of teaching staff is preferable in all situations.

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
 - * Job posting/advertisement
- 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
- * 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, as applicable
 - * Resume
 - * Three references
 - * Transcripts, as applicable
- 4) A job posting (ad) for open positions will be published:
- 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 *News-Register*, *Statesman Journal*, etc.
- 5) A file folder for each open position will be created and contain:
- * Job description
 - * Job posting
 - * Resumes, cover letters, certifications 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.

1.5.2. 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 student council representatives who will be returning to the SJS the following year 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. If time permits, final candidates will be asked to demonstrate teaching in the 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 recommendation of the parent and student council 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 SJSF, as well as fingerprinting which will be paid for by the applicant.

1.5.3. 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

1.5.4. 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 certification
- * PDUs and plan for PDUs

2) By the end of the first week of employment, the employee must have met with the Foundation Board's personnel representative. The employee will also receive a copy of the job description.

The employee will be required to submit the following documentation:

- * Employee Handbook confirmation
- * Emergency contact information
- * W-4 or W-4A tax withholding form
- * I-9 employment eligibility form
- * PERS forms
- * Birth certificate
- * Basic and optional life insurance enrollment form or waiver
- * Health insurance enrollment form or waiver
- * Workman's compensation notification
- * Any benefit waivers
- * Payroll automatic deposit forms (optional)

1.5.5. 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.

1.5.6. Exit Interviews

Whenever possible, in cases of voluntary terminations, SJSF 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.