



Hiring Policy

Approved By: TRM Board of Directors

Adopted: 6/27/2019

Personnel Hiring Procedures

I. Purpose

This policy outlines the school district's employment procedures including recruiting, posting, selecting, and hiring of employees.

II. General Statement of Policy

The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services. The district is committed to attracting, employing, and retaining quality individuals to serve the community and implement the district's mission

III. Job Posting and Recruitment

- a. Employment inquiries will be handled by the Director.
- b. Job postings for new positions must receive the approval of the Three Rivers School Board. Requests for staffing must be submitted to the Board for approval prior to any position being posted.
- c. All job postings will state that the school district is an equal opportunity employer.
- d. Notification of all job openings will be posted for at least five days on the district's website unless specified differently in a negotiated labor agreement.
- e. Notification for position vacancies may be forwarded to employment agencies, colleges, universities, employment service providers, newspapers, internet web sites and other media as appropriate for the position. Three Rivers Montessori may also participate in employment fairs. The depth of recruitment will depend on the specific job posting and the identification of a strong candidate pool.
- f. All applications will be kept by Three Rivers Montessori for one year.

IV. Job Interviewing and Hiring Process

- a. The Three Rivers Montessori Director will coordinate with Board and/or department supervisors to determine the qualifications required for a position.
The qualifications may include licensure, experience, education, training and the district's needs.
- b. The Three Rivers Montessori will process applications of all candidates for employment.
- c. The Three Rivers Montessori Director and School Board will coordinate the review and identification of candidates to be interviewed.
- d. The Director will coordinate the candidate interview process and timeline. This coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. This coordination also includes determining the membership of the interview team. The interviewing team may include board members, administrators, employees, parents, students, and/or community members. The interviewing team is advisory to the Director.
- e. The Director will be responsible for checking a candidate's references and verifying employment experience.



- f. The Director or department supervisors will collaborate with the School Board in recommending a candidate for employment. The Director will complete the Authorization to Hire and submit this form to the School Board. The Authorization to Hire will also be approved by the director of business services.
- g. The Director will complete necessary background checks, and verify the candidate's licensure. Licensed candidates must provide their license to the School Board.
- h. After receiving the Director's recommendation, the candidate will be contacted by office staff to set up an appointment to process the necessary employment forms. The Three Rivers Montessori Office Staff will prepare the candidate's recommendation for employment to be presented to the school board for approval.
- i. The Director will coordinate arrangements seeking acceptance of the selected candidate that may include salary, benefits, a signed agreement between the candidate and employer, and an employment start date.
- j. Three Rivers Montessori Office Staff will inform all nonselected, interviewed candidates of the status of the employment search.
- k. The school board will approve employment for all regular full-time and part-time employees.

V. New Employees

- a. Three Rivers Montessori Office Staff will notify the business manager of all new employees and their status.
- b. Three Rivers Montessori Office Staff will provide new employees with necessary personnel information.

VI. Substitute Employees

- a. Substitute employees are employees who complete job responsibilities on a short-term basis. The district administration will approve employment of substitute employees.
- b. The school district will advertise as needed for substitute employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.
- c. The Three Rivers Montessori School Office will maintain a current substitute candidate pool. The district reserves the right to determine the selection process for hiring a candidate for a substitute position.

VII. Seasonal and Casual Employees

- a. A seasonal employee is an employee who is not employed over 67 days in a calendar year or 100 days in a calendar year if a full-time student. A seasonal employee may include employees teaching an enrichment class or a coach. The district administration will approve employment of seasonal employees.
- b. A casual employee is a part-time employee who either is not assigned more than (1) 14 hours per week or (2) 35 percent of the normal work week of an employee within the associated bargaining unit. A casual employee may include employees teaching enrichment class offerings and coaches. The district administration will approve employment of casual employees.
- c. The Three Rivers Montessori Director and the School Board will collaborate on the interview and hiring process for seasonal and casual employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.

VIII. Training of New Employees

The school district recognizes the success of a new employee's performance is based on a combination of previous experience and training, on the job experience, and training and support from the district. The district is committed to providing training for new



employees as well as identifying employee support networks and mentorship opportunities. This training will continue in the employee's early years in the district.

IX. Terms and Conditions of Employment

The school district negotiates labor agreements and policies for various employees and employee groups. In accordance with the Public Employment Labor Relations Act of 1971, copies of all agreements and policies are maintained in the district office.

