

PEOPLE'S PLACE

Hiring Policy

Approved By: Board of Directors
Review/Revision Date: 02/01/2009

I. PURPOSE

This policy provides guidelines for the hiring of qualified, competent personnel for People's Place.

II. POLICY STATEMENT

The purpose of this policy is to provide guidelines for the hiring of qualified, competent personnel for People's Place based on the applicant's qualifications and experience to ensure program quality and equal opportunity employment for all applicants.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Advertising/Posting – A public notice.
- B. Applicant – One who applies for a job.
- C. Compliance – Conformity in fulfilling official requirements.
- D. Hired – Engaged by People's Place to perform work (whether paid or unpaid)

V. STANDARDS

- A. Only qualified applicants will be given consideration.
- B. Applicants will be hired based on their qualifications and experience.
- C. Hiring procedures will be adhered to in order to maintain compliance with all agency policies and State and Federal employment regulations and reporting requirements and to ensure continued program and agency financial accountability.
- D. All employees 18 years of age and older are subject to criminal history and adult abuse checks. Employees in contractually designated programs are also subject to child abuse checks. The results of background checks must be approved to maintain employment.
- E. All requests for a position to be advertised or posted immediately will be accompanied by a copy of an approved Request for Staff form or a Notice of Termination Form.

- F. A minimum of three (3) references from past employers will be checked and documented for any applicant offered a position at People's Place II, Inc. (If there is an occasion where three (3) employment references are not possible, contact Associate Director).
- G. Position advertisement and postings will be coordinated by Administration to ensure compliance with established People's Place II, Inc. policies.
- H. All positions are required to be posted internally for a minimum of five (5) working days. This may be concurrent with outside advertising. People's Place reserves the right to reassign job duties which may include promotion and/or location in lieu of posting positions in cases of downsizing or restructuring. The decision to post or reassign duties will be made or approved by the Executive Team.
- I. Each position is required to have a Job Description and salary range. If a new position is being created a draft of the Job Description and a recommended salary range must be submitted to the Executive Team for approval by the requesting supervisor along with the Request for Staff.
- J. Hiring procedures for positions filled by employees working for another People's Place program will include an interview; Notice of New Hire form; a minimum of 1 reference check with the employee's current supervisor, unless dictated by contractual or regulatory guidelines; and other processes which are required or dictated by contractual or regulatory requirements.

VI. PROCEDURES

A. Filling a Budgeted Position

Individual Responsible

Program Director

Action

1. Assess the need to fill the vacancy. If there is no need to fill the vacancy at this time, the position may stay vacant until such time as it is beneficial to re-staff the position.
2. If position is essential, complete job posting instructions on the notice of termination form and send to Personnel.

Finance Director

1. Confirm availability of funding for requested staffing.
2. Forward Request for Staff Form to appropriate Associate Director.

Individual Responsible

Action

Administration

1. Post and advertise position as required.
2. Mark incoming applications and resumes with the date received.
3. Copy resumes and applications of qualified candidates and forward to the Program Director.

Interviewer

1. Select and schedule candidates to interview.
2. Have selected candidates complete and sign and Employment Application and if applicable a Vehicle/Driving Information Sheet. Also discuss and give each candidate a copy of the Job Description.
3. Conduct and document interviews using Interview Form with selected candidates.
4. Select preferred candidate for employment.
5. Check and document at least three (3) favorable references on Reference Check Forms for preferred candidate interviewed. Receipt of less than three (3) or any unfavorable references should be discussed with the Associate Director.
6. Forward the following documents to Associate Director:
 - Notice of New Hire
 - Employment Application
 - At least three (3) completed Reference Check Forms.
 - Vehicle Driving Information Sheet
 - Completed documentation on all interviewed, non-selected applicants which includes:
 - All completed Applications
 - All Resumes
 - All Reference Checks
 - All Interview Notes

Associate Director

1. Approve or disapprove candidate selected by Interviewer.

Individual Responsible

Interviewer

Action

1. Contact selected candidate to confirm continued interest in the position and discuss conditions of hire.
2. Notify Administration of the candidate's decision and any additional/different information for the Offer Letter.

Administration

1. Send Offer Letter to selected applicant with instructions to read, sign and to bring signed Offer Letter to their Personnel Orientation.
2. Schedule appointment for new hire to come in and complete remaining Personnel and Benefits paperwork (coordinate with Accounting Assistant).
3. Notify Program Director of new hire's Personnel and Benefit appointment.
4. If new hire fails to show up, notify Program Director immediately.
5. File and maintain letter, application, interview notes and reference checks for one (1) year.

B. Implementation of a Non-Budgeted Position

Individual Responsible

Program Director

Action

1. Determine need for the creation of a new position.
2. Complete and submit a Request for Staff form along with the position justification section filled in. If the position does not have a current Job Description, include a draft and salary recommendation for the new position to Associate Director.

Associate Director

1. Verify salary within set parameters for position type.
2. Review the justification and Job Description.
3. Forward to Finance Director for funding verification.
4. Forward new Job Description to Executive Team for approval.

Individual Responsible

Finance Director

Executive Director

Interviewer

Action

1. Advise Executive Director on availability of funding for requested position.
1. Approve/Disapprove Request for Staff Form based on budget information and need assessment and forward to Administration for return to requesting Program Director.
1. Begin New Hire Process

VII. REFERENCES

- A. Probation Policy
- B. Employee Benefit Policy – Exhibit A

VIII. EXHIBITS

- A. Request for Staff Form
- B. Employment Application
- C. Interview Form
- D. Reference Check Form
- E. Notice of New Hire
- F. Contractually Designated Programs List – Child Abuse Checks
- G. Driver Check Request and Release from Liability