

# PEOPLE'S PLACE

## Hiring Policy

Approved By: Board of Directors  
Review/Revision Date: 12/01/2020

### 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 and volunteers.

### 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 – Retained 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 are subject to background checks which include: criminal history, adult abuse and child abuse checks, and sex offender registry. Employees in contractually designated programs are also subject to other screenings as required by contracts. The results of background checks must be approved to maintain employment.
- E. Peoples Place reserves its right to require communicable disease testing at its discretion.
- F. Employees being considered for hire for positions requiring them to drive vehicles will have their driving records checked for eligibility. An unacceptable rating may result in disqualification for the position.
- G. A minimum of three (3) references from supervisors will be checked and documented for any applicant offered a position at People's Place. (If there is an occasion where three (3) employment references are not possible, contact your supervisor).

- H. Position advertisement and postings will be coordinated by Administration to ensure compliance with established People's Place policies.
- I. All positions are required to be posted internally for a minimum of five (5) working days. This may be concurrent with outside advertising.
- J. People's Place reserves the right to reassign job duties in lieu of posting positions in cases of downsizing or reclassification. The decision to post or reassign duties will be made or approved by the Executive Team.
- K. 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.
- L. 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.
- M. If a new hire previously worked full-time for People's Place, left the Agency in good standing and is returning for full-time employment within 2 years of the date of separation, People's Place will recognize his/her years of full-time service when determining seniority and leave accrual.
- N. If a full-time employee changes employment status from full-time to part-time and then returns to full-time within 2 years, People's Place will recognize his/her years of full-time service when determining leave accrual.

## VI. PROCEDURES

### A. Filling an Existing Position

<u>Individual Responsible</u>	<u>Action</u>
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Program Director

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 for paid positions on the notice of separation form and send to HR.
3. Programs will forward any resumes or applications that are received to HR.

Human Resources

1. Post and advertise paid 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.

Program Director/Designee

1. Select and schedule candidates to interview.
2. Have selected candidates complete and sign an Employment Application and if applicable a Vehicle/Driving Information Sheet.
3. Conduct and document interview using Interview Form.
4. Select candidate for employment.
5. Check and document at least three (3) favorable references from previous supervisors on Reference Check Forms. Receipt of less than three (3) or any unfavorable references should be discussed with your supervisor.
6. Forward the following documents to Associate Director:
  - Notice of New Hire
  - Employment Application, Resumes
  - At least three (3) completed Reference Check Forms
  - Vehicle Driving Information Sheet if applicable.
7. Forwards 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.

Program Director/Designee

1. Contact selected candidate to confirm continued interest in the position and discuss conditions of hire.
2. Notify HR of the candidate's decision and any additional/different information for the Offer Letter.
3. Schedule appointment for new hire to come in and complete Orientation paperwork.

Human Resources

1. Notify Program Director of the new hire's Orientation appointment.
2. If new hire fails to show up, notify Program Director immediately, file and maintain letter, application, interview notes and reference checks for one (1) year.

## **B. Implementation of a New Position**

### **Individual Responsible**

### **Action**

Program Director

1. Determine need for the creation of a new position.
2. Complete and submit a Request for New Position form. If the position does not have a current Job Description, include a draft and salary recommendation for the new position to your supervisor.

Associate Director

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

Finance Director

1. Advise Executive Director on availability of funding for requested position.

Executive Director

1. Approve/Disapprove the Request for New Position based on budget information and needs assessment.
2. Returns to requesting Associate Director.

Human Resources

1. Begin New Hire Process.

## **VII. REFERENCES**

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

## **VII. EXHIBITS**

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