Hiring Procedure for Crosslake Community School

I. **Purpose:**
The purpose of Hiring Procedure is to provide clarity on hiring protocols for Crosslake Community School (CCS).

II. **General Statement of Procedure**
   A. CCS provides equal employment opportunity for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.
      a. The Executive Director will bring a recommendation to the Board of Education (Board) regarding the need for additional staff not included in the current approved budget. Job descriptions for new positions must also be presented to the Board for approval.
      b. When staff members leave the school or move to another position within the school, the Executive Director may post and hire the vacant position without prior Board approval (provided the position is included in the approved budget). The Executive Director will inform the Board of this action at the next Board meeting.
      c. In the event that a current employee changes their FTE in their current position(s), the position(s) does not have to be posted.
      d. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
      e. Positions will be posted internally (for a minimum of 5 business days) via email before being posted externally. In the event that a current employee is being promoted to a new job description due to the restructuring of their current position, the position does not have to be posted.
      • School-Level Positions: Internal candidates should submit interest to hiring@crosslakekids.org. Both Directors must agree on internal placement to minimize disruption to students/families. When an internal candidate meets the required qualifications, interviewing them is optional unless there is more than one qualified internal candidate.
      • District-Level Positions: Internal candidates should submit interest to hiring@crosslakekids.org. All qualified candidates must interview.
      f. For external posting, the Human Resources/Business Manager will post position openings in a minimum of two locations including, but not limited to the Crosslake Community Schools' website, MNSchoolJobs.org (required), and additional platforms as needed. Positions will be active for a minimum of ten (10) business days or until a position is filled, whichever is longer.
      g. Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located in which case an out-of-field permission may be able to be applied for, if one is required.
      h. Qualified applicants will be required to provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
      i. When extenuating circumstances exist, the Executive Director have authority to override the timeframes listed above for internal and external postings and may hire immediately following the remainder of the hiring procedure.
   B. School-Level Interview Process:
      a. Reviewing applications: The Seat-Based Director will review all submitted applications and decide who they would like to interview for Seat-Based positions. The Online Director will review all submitted applications and decide who they would like to interview for Online positions. The Business Manager will monitor the hiring@crosslakekids.org email address.
      b. All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.
      c. The interview team will include a minimum of one Director, and two staff members closely related to the position. Paul Bunyan Education Cooperative can be included for Special Education positions.
      d. All interview questions must be predetermined, and each candidate will have identical questions.
      e. The Team will interview candidates.
      f. The Team will deliberate and make a recommendation to the Executive Director for hiring.
      g. Committee recommendations will be documented and submitted to Human Resources/Business Manager.

      h.   The Human Resources/Business Manager will check references and make the phone calls.

      i.   The Team will determine who calls and informs the applicants of the outcome from the interviews.

C. District-Level Interview Process:

      a.   Reviewing applications: The Executive Director will review all submitted applications and decide who they would like to interview for District-Level positions. The Human Resources/Business Manager will monitor the hiring@crosslakekids.org email address.

      b.   All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.

      c.   The interview team will include the Executive Director as the chair of the committee, as well as equal representation from both seat-based and online programs.

      d.   All interview questions must be predetermined, and each candidate will have identical questions.

      e.   The team will interview the candidates.

      f.   The team will deliberate and if consensus cannot be reached, the Executive Director will make the final determination based on district-wide considerations.

      g.   Committee recommendations will be documented and submitted to HR.

      h.   The Human Resources/Business Manager will check references and make the phone calls.

      i.   The Team will determine who calls and informs the applicants of the outcome from the interviews.

D. Job offering

      a.   Before a job is offered, check with the Human Resources/Business Manager for the rate of pay - when determining the rate of pay: no more than three (3) years experience will be given unless pre-approved by the Board.

       • External candidates will be placed at level 100 (step zero) of their respective salary scale.

       • Internal candidates moving to a new position must be moved to the pay scale associated with that position, following standard progression and placement rules.

       • Any exceptions to the level 100 placement for external candidates must be pre-approved by the Executive Director and Board of Education.

      b.   When offering a position, the Human Resources/Business Manage will provide an offer letter that states that the applicant will be offered the position once a background check is completed.

      c.   Submit all interview documents and the rate of pay that was offered to the Human Resources/Business Manager.

      d.   Human Resources/Business Manager emails employment paperwork to the new employee.

      e.   Once the background check is cleared, the Human Resources/Business Manager begins the hiring process.

      f.   The Human Resources/Business Manager will notify the Executive Assistant of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.

F. Onboarding Process:

      a.   Create Employment Agreement - Human Resources/Business Manager

      b.   Enter staff into Benefit Portal and JMC - Human Resources/Business Manager

      c.   Complete Technology Onboarding Checklist - Technology Manager and Human Resources/Business Manager.

      d.   Introduction email to all staff – Online or Seat-Based Director

      e.   Create a Fob for building staff - Administrative Assistant

      f.   Create a mailbox - Executive Assistant

      g.   Phone training - Human Resources/Business Manager and Technology Manager (google voice training and set up as needed)

      h.   JMC Training - Executive Assistant/Lead Teacher

      i.   Time Clock -Human Resources/Business Manager

      j.   Badges – Administrative Assistant

      k.   School Tour - Human Resources/Business Manager, Executive Assistant, or Administrative Assistant

      l.   Staff Parking - Human Resources/Business Manager, Executive Assistant, or Administrative Assistant

E. Legal References:

      a.   Policy 401 - Equal Employment Opportunity

      b.   Policy 402 - Disability Nondiscrimination

      c.   Policy 404 - Employment Background Checks

      d.   Policy 405 - Veterans Preference - Hiring

      e.   Policy 426 - Nepotism

F.   The Hiring Procedure applies to all areas of employment excluding Executive Director hires which will be made by the Board of Education.

The Hiring Procedure is also found in the Staff Handbook