

HIRING**Appendix B****Effective Date: October 15, 2015****Approved By: Governing Board**

The Governing Board believes that the benchmark of our efforts to reduce poverty in Pike County centers on a commitment to the provision of employment opportunities to low income citizens. Therefore, it is the policy of the Governing Board to provide extensive employment opportunities to low income persons while at the same time assuring that capable, competent staff is hired.

In no circumstances shall the Community Action Committee of Pike County discriminate in its hiring or personnel policies and procedures against any applicant for employment or any employee because of race, color, genetic information, national origin, sex, age, political affiliation, ancestry, veteran's/military status, disability, or religious beliefs. Auxiliary aids and services are available upon request to individuals with disabilities.

The Executive Director shall develop recruitment procedures, which will implement the hiring policy.

Recruitment and hiring procedures shall ensure compliance with all agency policies and applicable laws and regulations, including, but not limited to, the Substance Free Work Place policy (03.04.17.00) UPDATE Cross-reference. All regular employees who do not have a written employment contract shall be at-will employees, whose employment shall be for an indefinite length of time, and subject to termination in accordance with agency policies, procedures, and applicable laws and regulations.

RESPONSIBILITIES:

- A. Hiring the Executive Director: The Governing Board shall employ the Executive Director. The Personnel Committee shall screen and review applications, interview selected applicants and formulate a recommendation to the Governing Board.
- B. Hiring All Other Staff: The Executive Director shall be solely responsible for the selection and hiring of all other staff.
- C. Rehiring Staff/Break In Service: If an employee returns to an active employment position within 365 days or less, his or her participation in the agency's fringe benefits program will be restored according to their previous benefit plan. These benefits may include restoring any leave rates and/ or longevity pay rates. Leave balances will not be restored. If an employee returns to active employment position after 366 days they will be considered as a "new hire".

(Exception) Retirement Account participation will be restored as soon as practicable based on the plan design and the rehire date.

- D. Reclassification of Positions: The Executive Director shall be responsible for the reclassification of positions including the upgrading of positions and promotions which leave no vacancy behind, providing that he notifies the Executive Committee of these actions.
- E. Acting Appointments: For positions hired by the Governing Board, the Executive Director shall make acting appointments with the advice and concurrence of the Chairman of the Personnel Committee and the President of the Governing Board.
- F. Role of the Head Start Policy Advisory Council: In the case of Head Start personnel, both exempt and nonexempt, the Head Start Policy Advisory Council must concur in the selection of the applicant prior to hiring the individual.
- G. Employment and Training: E & T participants shall be hired through the E & T Department and not be subject to the normal advertising and recruitment policy.

PROCEDURE:

A. Hiring the Executive Director

1. When a resignation or termination occurs in the Executive Director's position, the Chairman of the Personnel Committee shall notify the Executive Director (in instances where his/ her tenure will continue until the position is filled) or the Acting Executive Director that s/ he should prepare a position vacancy advertisement for the Executive Director's position.
2. The Executive Director or Acting Executive Director shall prepare the position vacancy advertisement and submit to the Chairman of the Personnel Committee for approval.
3. Once the Personnel Committee Chairman has approved the position vacancy advertisement, the Executive Director or Acting Executive Director shall place the advertisement in the newspapers within a thirty (30) mile radius minimally of Piketon or broaden the mile radius as s/ he deems appropriate for a period of two weeks.
4. The Executive Director or Acting Executive Director shall forward applications to the Chairman of the Personnel Committee who will proceed with the hiring process according to the Board's approved policy.

B. Hiring All Other Staff

1. When a position vacancy occurs, the appropriate Program Director shall notify the Executive Director in writing of the vacancy.

2. The Front Office Coordinator, acting, as the designee of the Executive Director, shall post a notice of the position vacancy in all agency facilities for a period of three full workdays, allowing interested staff to submit applications and/ or resumes in order to be considered for the position. In terms of off-site facilities, this posting shall be affected by the Front Office Coordinator faxing the position vacancy notice to the Program Director and/ or supervisor in charge who shall then become responsible for the postings in a given facility.

Additionally, all staff will be notified of in-house position vacancies through agency e-mail.

Any testing of in-house employees for position vacancies shall be considered by supervisory personnel as hours worked.

3. The Program Director, acting as the designee of the Executive Director, shall review and screen all staff applications according to the "Promotion Criteria" set forth below and present to the Executive Director any recommendations s/ he may have.
4. The Executive Director shall act on the recommendation, and, if no staff member is hired, the Program Director shall prepare a position vacancy advertisement for the position and obtain the Executive Director's approval to place the advertisement in the local biweekly newspaper twice. If the Executive Director feels the necessity to advertise in a broader area, advertisements may be placed in additional papers for the same period of time.

Additionally, this vacancy will be advertised through an online job board.

5. Acting as the designee of the Executive Director, the Program Director shall review and screen all applications and make recommendations to the Executive Director who will either approve or disapprove the recommendation.

D. Rehiring Staff/Break In Service

If an employee returns to active employment in a benefit eligible position within 365 days or less, his or her participation in the agency's fringe benefits program will be restored according to their previous benefit plan. If an employee returns to active employment in a benefit eligible position after 366 days they will be considered as a "new hire".

(Exception) Retirement Account participation will be restored as soon as practicable based on the plan design and the rehire date.

E. Notification to Applicants

All applicants for specific vacancies shall be notified in writing of the results of their application.

F. Promotion Criteria

Criteria utilized in determining whether or not an employee will be recommended for a particular promotion include the following:

The employee must meet the qualifications listed in the job description for the vacant position.

2. The employee must have received either "definitely above average" or "outstanding" on their last overall evaluation.
3. The employee must have received "positive consideration" on their promotion evaluation and have a "positive attendance record."

In the case that two (2) or more current employees are in competition for the same promotion and both applicants meet the above-mentioned criteria the "best" applicant will be selected. Seniority will form a basis for selection only when other factors are equal.

G. Head Start Policy Advisory Council

In the case of employees hired in whole or in part with Head Start funds, the Head Start Policy Advisory Council must approve the selection prior to the hiring of the individual. The approval must be in writing to the Executive Director prior to the hiring.

FORMAT:

All forms are available on the Aristotle File Server in the Agency forms file.

All evaluations shall be completed on the CAC "Employee Performance Rating" form.

The CAC "Employment Offer" form must be completed and signed by the Executive Director prior to any hiring.

NOTE:

All position vacancy advertisements shall contain the statement that the Community Action Committee of Pike County is an equal opportunity employer/ equal provider of services.

EXCEPTIONS:

1. The Executive Director may advertise a position vacancy both internally and outside the agency at the same time if either of the following conditions exists:
 - a. If in the Executive Director's opinion, no current staff person has the qualifications to fill the vacant position.

- b. If the regular process is too time consuming and may impede the successful completion of program goals. Implementation of this option does not invalidate the policy requiring preference to be given to current staff.

If a position vacancy occurs sixty (60) days or less after the same position was previously filled, applications for the previous position vacancy may be used to fill the latter position vacancy without resorting to further posting or advertising.

NOTE: REVIEW ENTIRE POLICY WITH CLIENT