

Hiring Guide / Approval Chart for Hiring

Position Type	Process
All Unbudgeted Adds to Staff All New/Unapproved Positions	Justification for additional staff must be presented to the Personnel Committee/Board. Once approved, the requisition process outlined below is followed.
Funded and/or Board approved Adds to Staff /New Position Filling an existing, budgeted, vacant position <i>(non-Special Ed. positions)</i>	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the; 2. Central Office: Business Manager encumbers funds, and Superintendent reviews for approval. Once approved, the recruitment process can begin. 3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.
All Special Education Positions <i>(professional and support)</i>	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the 2. Central Office: Director of Special Education reviews, then Business Manager encumbers funds, then to the Superintendent for approval. Once approved, the recruitment process may begin. 3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.
Long Term Substitutes <i>(Greater or equal to 5 consecutive days)</i> All Departments, Teachers, and Para-Professionals.	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the 2. Central Office: For employee set up and payroll. <p><i>Note:</i> The substitute must be directed to:</p> <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. • Check in/out daily at the School's Main Office. • A School designee is responsible for reviewing the timesheet, signing off and forwarding to the Business Office at the end of the week to ensure timely pay. Employee is paid according to the pay cycle.
General Substitutes <i>(Less than 5 consecutive days)</i> All Departments, Teachers, and Para-Professionals.	<p>No requisition is required, however: The substitute must :</p> <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. Failure to do so may result in payroll delays. • Check in/out daily at the School's Main Office. • A designee at the School's Main Office is responsible for reviewing the timesheet, signing off and forwarding to the Business Office to ensure timely pay. Employee is paid according to the pay cycle.
Temporary, short term or addition duty assignments All Departments, Professional and non-professional staff. Pre-existing staff and temporary hires.	<p><u>Do not</u> complete a requisition form – Complete the Short term work / Additional Duty form.</p> <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. • Direct hire to complete a timesheet or track their time as necessary to substantiate payment <ul style="list-style-type: none"> ➤ A Hiring Supervisor is responsible for reviewing and signing off on the timesheet or request for payment, approving and attaching evidence of work completed and then forwarding to the Business Office to ensure timely pay. Employee is paid according to the pay cycle.