

## **HIRING PROCEDURE**

Umatilla-Morrow County Head Start, Inc. is an equal opportunity employer and closely observes all state and federal laws which prohibit discrimination.

### **Internal Posting**

All UMCHS Job vacancy announcements shall be posted internally for a minimum of five business days. Such announcements shall be posted on our Website ([www.umchs.org](http://www.umchs.org)) at UMCHS and may be posted at each center, classroom, or clinic. The closing date will be clearly stated on all internal postings. All current, regular and seasonal employees may apply during the internal posting period.

External recruitment may be commenced concurrent with internal posting of a vacancy if the Executive Director feels that it is appropriate. However, no hiring decision may be made until the internal posting period is completed and consideration has been given to existing qualified employees desiring promotion or transfer. Parents, if qualified, will be given preference for employment.

### **Transfers**

Employees may request a transfer by writing a transfer request and submitting it to their current supervisor. Decisions for transfer requests shall be based on the needs of the employee as well as the needs of the agency.

### **Promotions**

UMCHS is committed to promoting from within the organization. Qualified, regular and seasonal employees may apply for a promotion by completing an agency Employment Application or answering a series of questions developed by the agency and submitting it, prior to the internal closing date, to the Associate Director of Administrative Services.

### **Substitutes/Child Care Providers/Volunteers/Consultants**

All substitutes must be hired through the Human Resources Department. All substitutes employed for more than 10 days are subject to the same hiring process as those hired to be regular or seasonal employees. All substitutes will be enrolled in the Criminal Background Registry prior to substituting. The section "Offer of Hire" below outlines the procedure.

Volunteers (JTPA, practicum students, and other long term volunteers) may also be subject to hiring procedures. The Human Resources Department will make the determination upon staff notification of the volunteers' length of service. For the safety of children in the classroom, volunteers will never be left alone with a child or be out of sight from a staff person when volunteering.

All consultants will be hired through the Human Resources Department. All consultants will have the required knowledge, skills and experience to support all required program activities and implement performance standards. All consultants will sign a consulting

agreement which will outline duties performed, length of agreement, fees, and other costs such as mileage, per diem, or lodging.

A list of all consultants with required skills and knowledge will be on file in the Human Resources Department.

### **Application Screening**

All applications received during the internal posting period shall be screened by the hiring supervisor. Applications shall be graded, using an Application Evaluation form, according to requirements, preferences listed on the job description, and documentation of whether the applicant is a past or present Head Start parent. Those qualifying may be interviewed prior to an external posting.

### **External Posting**

External recruitment of employees occurs when vacancies can not be filled from within. Job vacancies shall be posted with local government employment departments for a minimum of five business days. Vacancies may also be printed in area newspaper classified advertisements. All applicants must fill out an agency application form in its entirety, including the employee notification of criminal history records checks and fingerprinting requirement form and the self declaration regarding all arrests, charges, and convictions related to child abuse and an applicant drug testing consent form. Following the external closing date, applications shall be screened as outlined above. The screening committee may also review applications being held in the active file. This file may be obtained from the Human Resource Department.

### **Interviewing Candidates**

Following the screening process, the hiring supervisor, with the assistance from the Associate Director of Administrative Services, organizes an interview team, which must consist of at least one other employee and one parent from the Parent Policy Council. The supervisor is responsible for establishing an interview schedule and ensuring proper completion of all interview materials, including grading sheets. After all scheduled interviews are completed; the committee reviews all grading sheets and makes a hiring proposal to the Associate Director of Administrative Services.

### **Telephone Reference Checks**

The Associate Director of Administrative Services shall conduct telephone reference checks (at least one professional and one personal) for those candidates proposed by the interview committee.

All potential employees must be listed on the State wide Criminal Background Registry and have filled out the self declaration form on the agency application.

Then, the Associate Director of Administrative Services shall make a hiring recommendation to the Executive Director. The Board of Directors has delegated the hiring and firing of all staff to the Executive Director with the exception of the Executive

Director, Head Start Director, Fiscal Director, and Associate Directors.

### **Letters of Regret**

Following selection, the hiring committee shall return all applications to the Human Resource Office. Letters of regret shall be typed and mailed to all candidates not selected for hire. A copy of this letter shall be attached to the candidate's application packet.

### **Offer of Hire**

The Parent Involvement Manager will contact Policy council members for hiring approval prior to an offer of hire for all people who will hold positions in Head Start, Early Head Start, or Oregon Pre Kindergarten programs. In addition the hiring of Head Start/EHS Director, Fiscal Director, and Associate Directors will also be subject to approval by the Board of Directors and the Head Start Regional Office. The Regional Office will be kept informed during the entire hiring process of these key positions.

The hiring supervisor extends an offer of hire to the selected candidate. Following verbal acceptance, the Associate Director of Administrative Services will type a formal letter of hire and mail it along with the pre-employment physical examination and TB screen form (job description attached), consent for criminal background check form, disclosure form listing all moving violations regardless of penalty, and drug testing form to the candidate. Those extended an offer of hire as a Bus Driver, will also have their driving record checked by the agency insurance carrier for clearance. The candidate shall have a minimum of one week to sign and return the letter of hire. No potential employee may begin work until all of the above paperwork is completed and returned to the Human Resource Department. Applicants denied enrollment in the State Criminal Background Registry, failure of drug test, and failure to meet insurance companies criteria may be denied employment.

### **Orientation**

An orientation to the agency shall be facilitated by the Associate Director of Administrative Services with each program director or manager providing information in their area.

This orientation may be done individually or in larger groups when several new employees and supervisors are involved. The Employment Eligibility Verification form (I-9) must be completed during the first day of employment. Training and orientation to Blood Borne Pathogens, Child Abuse & Neglect, and Handling of Hazardous Materials will also occur during the orientation.

Following general orientation to the agency, content area specialists will conduct an individualized training in the employee's new position.

## **Job Classifications**

All UMCHS positions (Exempt and Non-exempt) are grouped into one of four major job classifications; Specialist, Coordinator, Manager, and Director. A job classification may encompass more than one pay grade. For example, positions in both Pay Grade 1 and Pay Grade 2 are all classified as Specialist.

<b><u>CLASSIFICATION</u></b>	<b><u>PAY GRADE(s)</u></b>
Specialist	1-2
Coordinator	3-6
Manager	7-9
Director	10

## **Determination of Pay Grade**

Positions are assigned to a Pay Grade based on a point system. Our organization has identified five job factors which influence pay levels. Each job factor is weighed differently (with different point values).

## **JOB FACTORS**

- 1). Mental Application (60-600 pts.)
- 2). Supervision Exercised (0-300 pts.)
- 3). Knowledge and Training (60-600 pts.)
- 4). Responsibility for Contacts (30-300 pts.)
- 5). Physical Effort (20-200 pts.)

Administrative Staff, Supervisors, and Salary Committee Members (staff) have participated in assigning point values to every UMCHS position. Each January, Administrators and Supervisors will review point values assigned. Those positions which have changed significantly will then be re-graded and, if necessary, re-classified. Newly-created positions will be evaluated and graded by Administrators prior to posting.

**Placement on Pay Grade** UMCHS has adopted 10 pay grades (1-10). Each pay grade is designed to reward education as well as experience. All employees who provide documentation for appropriate education from an approved institution are moved to the right of the pay grade and receive greater compensation. Employees with experience are moved down the pay grade to receive greater compensation. Generally, an

employee may be awarded one experience level for each year of experience. New employees may be allowed to begin beyond the first experience level, depending on past, appropriate experience.