

**Spectrum Charter School  
4369 Northern Pike  
Monroeville, PA 15146**

**Board of Trustees Policy 304.3**

**STAFFING AND HIRING POLICY**

The purpose of this document is to establish consistent procedures for the recruitment and selection of candidates for positions at the Spectrum Charter School (“Charter School”). The Board of Trustees (“Board”) recognizes its legal responsibility to ensure and establish adequate levels of staffing, salaries/rates, the candidate selection process, and qualifications of candidates.

**Applicability**

This policy applies to all paid employees at the Charter School.

**Authority**

The Charter School Board has the sole authority and responsibility to create new/additional staff positions. The Chief Executive Officer (“CEO”), in collaboration with the Board, has the authority to establish salaries and approve candidates for hire.

Approved job descriptions will clearly state any restriction as to candidate eligibility for those positions for which the description requires extensive work with financial, personnel and other such highly confidential school information. This restriction serves to prevent potential conflicts of interest pursuant to the Board’s approved Conflict of Interest Policy.

**Policy**

The hiring procedures outlined below must be followed in order to hire any employee at the Charter School. The primary goal in the employment process is to fill vacancies with the most qualified candidates available. In this pursuit, the Charter School will adhere to the principles of Equal Employment Opportunity (“EEO”). As required by applicable law, the Charter School is an equal opportunity employer dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment. The Charter School strongly encourages applications from women, minorities, individuals with disabilities and covered veterans.

## **Guidelines**

To assure careful selection and orientation of new staff into the Charter School community, the Board promotes an open and collaborative process to facilitate the hiring of all school personnel. Instructional staff is required to hold Pennsylvania State certification or be in the process of obtaining certification within one (1) year of hire. It is required that middle school teachers and support staff have secondary certification or equivalent experience working with this population.

All non-instructional and administrative staff are expected to participate or ongoing professional development related to their area of responsibility.

- A) The first step in the hiring process is notice to the Board of a position opening.
- B) Recommendations to create a new position must be submitted to the Board and approved prior to the start of the search for an employee to fill the position.
- C) This recommendation will include:
  - a) Rationale, needs assessment;
  - b) Required qualifications and selection criteria;
  - c) Job description ;
  - d) Proposed salary range/rates, determined by the required position qualifications and established salary scales/range

A file of current job posting ads will be maintained and will include narrative versions for Internet/website use, and abbreviated versions for print advertising.

- A) Job postings will include:
  - 1) Position title;
  - 2) Salary or salary range;
  - 3) Brief description of the duties;
  - 4) Minimum qualifications;
  - 5) Name and address to which to send applications;
  - 6) Last day for filing applications;
  - 7) Equal Employment Opportunity (EEO) statement; and
  - 8) Restrictions, if any, regarding eligibility of relatives of current Board members, current staff or parents of current students to apply.

- B) Applicants will be required to provide:
  - 1) Letter of interest;
  - 2) Copies of Certifications, as applicable;
  - 3) Resume;
  - 4) Three references;
  - 5) Transcripts, as applicable;
  - 6) Standard application (PDE); and
  - 7) Act 34 and 151 clearances and FBI clearances where applicable.
  - 8) Any and all certifications required by current law
- C) A job posting (ad) for open positions will be published:
  - 1) Internally
    - a) Notice by email of an open position to all current staff ; and
    - b) Posting on the school website.
  - 2) Externally
    - a) Internet, K-12 Jobs, PASBO and PSBA when applicable (leadership positions); and
    - b) Other publications as appropriate
- D) A electronic file folder for each open position will be created and contain:
  - 1) Job description;
  - 2) Job posting; and
  - 3) Resumes, cover letters, applications, clearances and certifications of qualified candidates.
- E) Current staff and recommendations of candidates by current staff will be given consideration.

### **Screening/Interview/Selection**

- A) Resumes/applications will be initially screened, reviewed by, interviewed and selected by the appropriate interview team members based on the following criteria:

- 1) Selection of the CEO shall be made by the entire Board with input and may be made from administration, staff, and parents based on criteria developed through a collaborative process.
  - 2) Selection of Leadership level positions shall be made by using a collaborative process that includes the CEO, Board members and representatives of the staff group with whom they will be working.
  - 3) Selection of teaching, custodial or office staff shall be made using a collaborative process involving the CEO, applicable leadership, and representatives of the staff group with whom they will be working.
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- B) Devise standard selection questions which are not biased against: gender, race, religion, sexual orientation, disability, familial status, color, citizenship status, national origin, creed, veteran status or any other factor protected by law and use the same questions and selection criteria for all candidates.
  - C) Screen resumes for minimum entrance requirements; resumes may be accepted as supplements to the "application," but not as a substitute for the "application."
  - D) Select candidates for interview.
  - E) Notify successful candidates of selection for interview, schedule interviews, and then interview those candidates.
  - F) Select candidates for final (or second) interviews.
  - G) Perform and document reference checks; develop a consistent process and set of questions for checking references.
  - H) Conduct final interviews.
  - I) Solicit written remarks from those that met with or interviewed candidates. A rating form can be developed for this purpose.
  - J) Select final candidate.
  - K) Ensure that telephone calls (and/or e-mails) are made to all finalists not selected as soon as the candidate selected has accepted the position offer.

## Approval

When a conditional offer has been made, selected candidates and their credentials will be presented to the Board for review and final approval.

For all positions, prior approval from the Board must be obtained before a conditional offer of employment is extended where any exceptions are to be made to normal hiring practices (as related to salary, flexible hours, vacation, etc.)

Upon verbal acceptance of the conditional offer of employment, a written offer of employment will be sent to the candidate. This offer letter will include:

- A) Job title;
- B) Monthly or hourly salary;
- C) Hours;
- D) Benefit eligibility;
- E) Status (salaried or hourly);
- F) Statement of conditional offer pending final board approval;
- G) Vacation and holiday information;
- H) Employment at will;
- I) Start date; and
- J) Copy of Employee Handbook .

## Hiring

The following information will be collected for a Personnel folder for each individual. A paperwork checklist will be attached to the inside front of the folder. This confidential file will include:

- A) Resume
- B) Application
- C) Attendance records;
- D) Job description;
- E) Confirmation of receipt of Employee Handbook;
- F) Payroll deduction forms;
- G) Human Resources documents;
- H) Emergency contact information;
- I) Birth Certificate;
- J) Original Act 34 and 151 Clearances;
- K) Any, and all, certifications and or clearances as required by law
- L) Copies of Professional Certifications; and

On the first day of employment or, at the latest, during the first week of employment, the employee must meet with the CEO or his/her designee. The employee will receive a copy of the job description during this time. The employee will be required to submit the following documentation:

- A) Employee Handbook confirmation
- B) Emergency contact information
- C) W-4 or W-4A Tax Withholding Form
- D) I-9 employment eligibility form
- E) Self-identification form – protected status
- F) As applicable, PSERS or PennServ (retirement) forms
- G) Basic and optional life insurance enrollment form or waiver
- H) Health insurance enrollment form or waiver
- I) Workman's compensation notification

- J) 403 B annuity/deferred compensation enrollment form (optional)
- K) Payroll automatic deposit forms (optional)

### **Probation/Orientation/Mentoring**

During a probationary period all permanent/temporary staff members will be introduced to school norms/culture. Orientation, staff development, mentoring, and continuous support will be designed and provided appropriate to individual needs.

Criteria for applicable and appropriate orientation, staff development, mentoring, and continuous support for each position will be developed through the use of a collaborative process.

At the end of the probationary period all permanent/temporary staff will receive a written performance evaluation.

### **Terminations/Separations**

No employee may be terminated without prior approval of the Board.

Prior consultation with the Board Solicitor or his/her designee shall be required in instances of involuntary termination.

Upon the separation of an individual, whether voluntarily or involuntarily, notice will be given immediately to the CEO in order to initiate separation and security procedures.

Any Charter School property issued, including, but not limited to, items such as computer equipment, credit cards, keys, petty cash, and instructional materials, must be returned to the Charter School at the time of termination or the last day of work. The departing employee will be responsible for any lost or damaged items. The value of any property issued and not returned will be deducted from the last paycheck. The departing employee may be required to sign a wage deduction authorization form for this purpose.

The Charter School does not respond to oral requests for or provide "to whom it may concern" reference letters, as these letters can be easily misused. In the event of termination, either voluntarily or involuntarily, the CEO may be able to provide a reference to specific potential employers only if a signed release form has been received.

**Exit Interviews**

Whenever possible, in cases of voluntary terminations, the Charter School shall interview the departing employee on or just prior to his/her last day of work. This interview will serve to ascertain the employee's forwarding address, to sign off on retirement and/or insurance conversions, and to obtain further details on the employee's reason(s) for leaving. The written results of the interview shall be placed in the employee's personnel file.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary