



EMPLOYEE HIRING

404

I. GENERAL STATEMENT OF POLICY

It shall be the policy of the School Board to hire employees without regard to race, color, national origin, sex, marital status, status with regard to public assistance, age or disability.

II. PROBATIONARY PERIOD

An employee's 90 day probationary period shall begin after their first day in the classroom. The probationary period is the initial period of employment during which the direct supervisor and school board carefully considers whether the employee is able to meet the standards and expectations of the job and if the employee should be retained by Little Angel Preschool as a "regular" employee for the remainder of the school year. An evaluation will be performed by the employee's direct supervisor per *Policy #403 Employee Evaluation* after 30 days, at which time each party will determine if this is a good fit for them. If necessary, the director will assist the employee in creating an action plan to build on areas for growth. Re-evaluation will be conducted as needed during the probationary period.

The probationary period does not supersede the at-will employment relationship. Any employee may be fired or leave for any reason during or after the introductory period.

III. HIRING PROCEDURE

When a vacancy exists within the program, the Director will be the Hiring Lead in the hiring procedure.

The Director will:

1. Collaborate with the Chairperson to develop job postings for open positions.
2. Post position in the church bulletin, The Voice, the paper, on social media, or explore other options for at least one week.



3. Screen candidates to ensure the qualifications of the position are met.
4. Build a hiring committee to interview candidates made up of the Chairperson, and 1-2 other School Board members.
5. Develop questions, schedule interviews, and interview candidates.
6. Hire staff as prescribed by the Chairperson.
7. Complete the *Personnel Information Form* provided by DHS.
8. Complete a *Personnel Action Request (PAR)* form and bring it to the School Board meeting for approval.

The Chairperson will notify the council.

If the vacancy is the Director position, the School Board Chairperson will be the Hiring Lead in the hiring procedure.

IV. UPON HIRE

Once an employee has been hired the director will:

1. Initiate the background study as required by DHS.
2. Provide the employee with...
 - a. orientation.
 - b. their job description and obtain their signature on the signature page to acknowledge their understanding of their job description.
 - c. a copy of *Policy 401 Employee Manual* and obtain their signature on the signature page to acknowledge their understanding of the manual.
 - d. a binder with a copy of all school board approved policies.
 - e. an *Employee Notice* as required by the MN Wage Theft Law.
 - f. a contact directory for St. John's employees, Little Angel Preschool employees, and Little Angel Preschool School Board members.

ADOPTED: 3/10/2020