



STATE/FED PROGRAMS HIRING PROCESS

Purpose: Guide for hiring staff that have been approved for hire using state categorical or federal grant funding

Hiring Process

1. SL&I will notify the principal when the funding request has been approved.
2. The principal will give HR the job description outlining the approved position, including the number of hours and rate of pay outlined in the grant description.
3. After selecting a candidate, HR will complete the information below and email it to Stacey Summerhill.
4. April will review and sign, authorizing the hire.
5. Stacey will forward the form to Nancy Best, confirming that the hire aligns with the grant description in MEGS or Nexsys.
6. Nancy Best will return the form to HR (insert designee to receive the form).
7. HR will contact the individual and finalize hiring.
8. All hourly grant payroll will be signed by the principal, emailed to Stacey Summerhill, signed by April, and then delivered to payroll.

Hiring Form

Date:			
School Name & Contact:		Position:	
Potential Employee Name:			
This person will be paid:	Hourly Fix Rate:	Hourly Per Diem	FTE
Write the hourly rate or FTE (Example- Hourly 35.00 or FTE .4):			
FTE ONLY			
FTE Salary for the contract year (Total Dollar Amount)			
FTE Benefits for the contract year (Total Dollar Amount)			
The contract states grant is funded and terminated at the end of the contract year.	Yes	No	

Human Resources: _____

Date

Student Learning & Inclusion: _____

Date _____

Finance: _____

Date _____