

Quick Reference

RECOMMENDATION FOR EMPLOYMENT SIGN-OFF REQUIREMENTS

- All vacancies must be posted on TeacherMatch five days prior to submitting a recommendation. The vacancy posting form is located on the HR Forms webpage. If the vacancy is a result of a resignation, the vacancy form must be accompanied by a signed and dated copy of the resignation form. Both may be faxed to 514-6352. If sent by mail, direct them to Wanda Dunsworth, HRS or wanda.dunsworth@cravenk12.org.
- The recommendation form may also be found on the HR Forms webpage. The form should be marked licensed or classified based on whether the **position** is licensed or classified.
- New employee recommendations **must** have an application, interview & ethnicity forms, background check forms and the healthcare form attached. Due to the pandemic, healthcare forms may not be available to be submitted immediately.
- Any employee requiring a degree or 48 semester hours, i.e. Teacher Assistants, Tutors, and Teachers, will need transcripts and a copy of their license and praxis scores (if applicable) submitted with their application packet. Without transcripts new employees will go into the HOLD tank until received.
- If you are hiring an employee who is a RETIREE RETURNING ON CONTRACT – it should be noted on the recommendation form.
- If the employee is currently employed and you are recommending for extended employment, such as summer school teachers, please make note of it on the recommendation.
- Please put the employees’ proper names on recommendations – no nick names!
- The full SOCIAL SECURITY NUMBER must be on the form, even if the employee is current.
- Date of birth, race AND Hispanic/Latino descent must be noted on the recommendation for all employees.
- Provide exact starting and ending dates.
- Provide (if applicable) who employee is replacing and reason for replacement.
- Do not tell a recommended employee to go to HRS. We will contact the employee to come in when the paperwork has been processed.

Any recommendations signed by the specific program Directors MUST include budget codes. Send them to the required Director – they will sign and forward to HRS.

Recommendation for	Director Signature Required
AIG	Dr. Tosha Diggs
Career and Technical Ed. Employees	Holly Tolston, Career & Technical Ed. Department
School Nutrition Employees	Lauren Weyand, School Nutrition Department
ECP Employees – Temp or Perm.	Dr. Eleanor Patrick, ECP Division
Federal Programs, Title I, Tutors (if Title I)	Jason Griffin, Federal Programs Division
School Nurses, Driver Ed. Teachers, Athletic Contracts	VACANT
Transportation (Bus drivers)	Dr. Thomasine Hassell, Transportation Division

LEAVE AND BENEFITS – ELIGIBILITY:

- To earn leave – must work for at least 20 hours per week for at least 6 months.
- To earn leave AND benefits (retirement, healthcare) – must work at least 30 hours per week.

RETIREEES:

- Can work part-time for the entire school year, for <30 hours per week, and are subject to a salary cap.
- Can work full-time ONLY if <6 months and are still subject to a salary cap for the calendar year.
- Cannot return to work in any capacity until 6 months after their retirement date. No exceptions.