

Procedure #4104
Title: FILLING EXTRACURRICULAR ACTIVITIES (ECA) POSITIONS
Category: Personnel
Date of Initial Approval: 08-12-2024
Revision/Reauthorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this procedure is to clarify the process of filling extracurricular activities (ECA) positions at the Minnesota State Academies (MSA) to ensure clarity, fairness, and completion of all required paperwork requirements.

II. PROCESS

1. Conversation and pre-approval from supervisors:

Staff and/or administrators must make sure the ECA position has been approved (Procedure #4103 – Requesting new ECA positions) and obtain pre-approval to proceed with posting and advertising the ECA opportunity.

2. Required steps for posting/advertising internal ECA positions:

- a. The position description of the ECA must be reviewed and updated (including supervisor review and approval). A copy must be provided to the Human Resources Department
- b. Information about the ECA opportunity must be sent out to all employees along with the updated position description and stipend/compensation range. The posting must also include a deadline for application. The posting must be posted for at least 5 days to allow time for candidates to consider the position and submit their interest.
- c. Candidates must submit their interest along with information on how they meet the minimum qualifications for the ECA to the hiring supervisor. Candidates are responsible to check with their supervisor to obtain permission to apply (no job performance issues; no conflicts with primary duties/schedule, etc.)
- d. Even if the ECA position allows for external candidates, the position must be posted internally first. If there are no interested/qualified candidates among current employees (after the five-day internal posting), the hiring supervisor may then post this position for external candidates.
 - i. The position description and salary range will be posted on the MSA website under “Employment” and links sent out to the community via a variety of avenues, including social media. The announcement to external candidates will include a link to the employment section of the MSA website for additional details about the position.
 - ii. External candidates must follow the same application process as internal candidates. They must also submit to background

check requirements as outlined in MSA Policy # 404.

3. Required steps for interviews and hiring:

- a. If there is more than one applicant, an interview team must be created (at least two people). Questions and rating forms must be developed and approved by the Director of Human Resources. The interview team will verify with the candidates' supervisors that they have been pre-approved to apply.
- b. Interviews and ratings are conducted. After interviews/ratings are completed, the interview team determines the best qualified candidate. Interview rating forms must be sent to the human resources office.
- c. If there is only one applicant, the hiring supervisor (along with an additional administrator/staff member) must meet with the applicant to go over the position requirements/expectations and ensure that the candidate is qualified and able to meet expectations.
- d. The hiring supervisor completes the ECA hiring form and submits it with all required information about the candidate that they wish to hire. If unusual situations that may require proration are known at the time of hire, the hiring supervisor is responsible for discussing this with the superintendent and obtaining approval for inclusion of a prorated amount in the hiring offer/ECA contract. The candidate should be able to meet all expectations and attend all practices/events that are scheduled in order to be considered for the position with only unique circumstances being considered. After receiving approval from the superintendent/fiscal services, the hiring supervisor can then offer the position to the candidate.

Note: If situations arise during the season (after the initial hiring offer) that may require proration, the hiring supervisor is responsible to immediately address the situation (consulting with the superintendent/fiscal services; communicating with the employee, and revising the ECA contract)

- e. Upon acceptance of MSA's offer, the hiring supervisor is responsible to obtain all signatures on the ECA contract prior to the start of the ECA position duties (before training camp; before event planning starts, etc.)
- f. The hiring supervisor is responsible for returning the completed paperwork to payroll/fiscal services and announcing the hire to the MSA community via email and/or social media. The announcement should include the person's name, picture, and their ECA assignment. The hiring supervisor is also responsible for communicating with all candidates prior to the announcement. Announcement of assignments should be shared with MSA employees/students first (via email) before being shared on MSA website/social media pages.
- g. The hiring process must be completed at least two weeks in advance of the event/activity/season.

III. POST-EVENT/SEASON RESPONSIBILITIES

After the event/season is completed, the hiring supervisor is responsible for confirming that all duties have been completed and submitting that information to Fiscal Services so that payment may be made.