

SAU #88 Hiring & Onboarding Process Standard Operating Procedure

Purpose/Description of Process or Policy:

The Hiring & Onboarding Standard Operating Procedure for the SAU #88 is intended to standardize the hiring and onboarding process across the board. Adherence to this procedure will ensure the Business Office can accurately and timely process all applicable forms. The School Principal (hiring manager) owns this process. The School Principal may employ the assistance of an appointed designee (Assistant Principal or other School Administrator who is directly involved in the hiring process). Nominations, COS Forms, and Job Posting Forms must be signed by the School Principal, no exceptions.

Complete Hiring & Onboarding Process		
Task	Responsible Party	Timeline
<p>Post Job Vacancy:</p> <ul style="list-style-type: none"> • A job posting form must be fully completed and sent to the Business / HR Office. 	School Principal (or appointed designee)	Before the school Principal can commence interviews.
<p>Principal Offers Job:</p> <ul style="list-style-type: none"> • Phone call to selected candidate. • Offer Letter informing candidate they have been hired for the job pending a background check, reference check, completion of onboarding, and school board approval (if applicable). • The Offer Letter will provide a hire date of 4 weeks out from the date the letter being sent. HR will reach out within 2 weeks (before the anticipated start date). 	School Principal (or appointed designee)	Before sending nomination to HR.
<p>Principal Prepares Nomination:</p> <ul style="list-style-type: none"> • A fully completed nomination packet is required for any candidate applying for a posted job opening. • The start date on the nomination must match the start date provided in the offer letter. • Principal or designee must adhere to the Business Office Important Documents Process Guide (readily available on the district's website as well) when completing all nominations. • Failure to comply will result in unnecessary delays. • Nomination must be signed by the Principal. 	School Principal (or appointed designee)	The Nomination Process takes 2 weeks. Plus, the additional time for the candidate to give proper notice at their former employer and complete onboarding steps with SAU #88 HR Office.

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<p>Business Office Processes Nomination:</p> <ul style="list-style-type: none"> • HR receives nomination as outlined in the Business Office Important Documents Process Guide. • HR will process the nomination and verify all components before submitting it to the Business Administrator for 2nd review. • The Business Administrator will perform 2nd vetting check and submit nomination to the Superintendent for final review. • If the nomination is in the Special Education field, the Director of Student Services will also have to review and vet nomination before it goes to the Superintendent for final review. 	<p>HR / Business Administrator / Director of Student Services (if applicable)</p>	<p>Week 1 after nomination is received.</p>
<p>Superintendent Processes Nomination:</p> <ul style="list-style-type: none"> • The Superintendent will review the nomination with the ability to overrule the previous reviews and make adjustments if necessary. • Once the final review of the nomination is completed, the Superintendent will submit the nomination back to the Business Office's Payroll Department 	<p>Superintendent</p>	<p>Week 2 after nomination is received.</p>
<p>HR Sends New Hire Welcome Packet:</p> <ul style="list-style-type: none"> • As soon as the payroll department receives a fully reviewed and vetted nomination, the HR Office will send the candidate a comprehensive New Hire Welcome Packet with all the applicable benefits information, as well as detailed instructions to schedule and onboarding appointment. 	<p>HR / Candidate</p>	<p>Weeks 2 - 4 after nomination is received. Onboarding appointments are conducted on Tuesdays and Wednesday (all day). Candidates can self-schedule appointments.</p>
<p>Candidate Completes Onboarding:</p> <ul style="list-style-type: none"> • Candidate completes new hire financial, benefits, and admin paperwork. • HR will answer all questions about benefits, salary, step placement, and the district. • HR will take candidate's picture and submit along with candidates' info to Facilities and Technology Departments. 	<p>HR / Candidate</p>	<p>Weeks 2 - 4 after nomination is received. Onboarding appointments are conducted on Tuesdays and Wednesday (all day). Candidates can self-schedule appointments.</p>

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<p>Candidates' Access and Technology Credentials:</p> <ul style="list-style-type: none"> • Upon receiving the new employee's picture, the Facilities Department will create the employee's badge, door fob, and applicable keys. Will be done in the order in which requests are received. • The Technology Department will also set up and assign any applicable technology resources (chrome books, laptops, etc.). • Once both departments have completed their respective tasks, a member of the Technology Department will contact the new employee and make an appointment for the employee to come in a pick any applicable access and technology resources. 	<p>Facilities / Technology</p>	<p>Weeks 2 - 4 after nomination is received.</p>
<p>Payroll Department Processes Nomination:</p> <ul style="list-style-type: none"> • If the nomination is for a teacher, school, or district administrator it will have to go forth in front of the School Board for formal approval before a contract can be drafted. • The Payroll Department will send the employee 2 copies of the contract. The employee will need to sign both copies and send them back to the district. The Superintendent will sign both copies. One copy of the contract will be stored in the employee's personnel file. The other signed copy will be sent back to the employee. • Once the payroll department processes the nomination, the Technology Department will create the new employee's access credentials for Windows, Gmail, and all other applicable platforms. 	<p>Payroll / School Board (if applicable) / Technology</p>	<p>Weeks 2 - 4 after nomination is received. Actual date of when contract is sent will vary.</p>