PERSONNEL MANAGEMENT

The Employment Process
AASBO - March 2, 2020

Mary Veal, Director of Human Resources
Hoover City Schools
Job Posting

- Verify the **Job Description** provides clarity on minimum job requirements including duties and responsibilities
- Vacancies must be posted for at least 7 calendar days before the position is filled
- Vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions, require posting notices of at least 14 calendar days
- “Potential” vacancies can be posted in advance, even if a resignation has not been received
Job Posting

The notice shall include, but not necessarily be limited to, the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on deadlines for applying
6. Any other relevant information

*Alabama Code Title 16-22-15*
Selecting Candidates to Interview

- Review applications and determine who does not meet the minimum job requirements for the position
- *Teach In Alabama* allows a hiring manager the option to select certain criteria to reduce the number of eligible candidates
- Analyze characteristics and diversity of the team, department, grade level, etc., to assist in identifying candidates who would work well with that group
Selecting Candidates to Interview

- Experience can be an important factor in some instances
- Having a team of diverse individuals to review applications is a good practice
- Some hiring managers may look for candidates that are similar to them
Proofread your resume.
Interview Panels

- Establish a screening/interview process that includes who and how many individuals should participate
- Review appropriate questioning methods, confidentiality, and selection procedures with interview participants
- Determine how a final recommendation will be determined
- All personnel actions have to be recommended by the Superintendent to the Board for final approval
Hiring Considerations

HIRING FOR ATTITUDE, by Mark Murphy, examines cutting-edge practices to hire the best candidates for a position. Murphy states that:

❖ When new hires fail, 89% of the time it is for attitude and not a lack of technical skills
❖ Highly skilled is not always highly effective
❖ General interview questions do not always assess attitude, coachability, motivation, and temperament
❖ When interviewing, most managers ask too many questions, forcing applicants to give fast and superficial answers
Vetting Employees

- You can’t always trust what is on a resume

Questions to consider when checking REFERENCES:

- How recent are the references?
- Did any immediate supervisors submit a reference?
- What relation is the applicant to the reference?
- What length of time did the reference work directly with the applicant?
Forget the resume, son. Let's just take a look at what you have posted on your Facebook instead.
Vetting Employees

- The ALSDE online application system, *Teach In Alabama*, keeps all references on file from the initial time of application.
- Contact current employer for further vetting.
- Look beyond technical skills or knowledge, and areas where references have less favorable ratings.
- Google and social media have become popular vetting tools.
Vetting Employees

- Read entire APPLICATION thoroughly to examine reasons the applicant left previous job or was non-renewed for cause
- Look for attachments that may be included in application such as additional reference letters, certification information, etc.
- Check conviction history and background questions
- Check employment history for gaps in employment or changing positions frequently
Background Checks

❖ All Alabama public education employees must complete a background check through Gemalto (excludes volunteers)

❖ Applicant registers and pays for background check online, and chooses a location listed to complete the fingerprinting process

❖ If no significant charges or convictions surface, the results could be returned within 24 - 72 hours

❖ If an applicant has serious convictions, he/she must submit a case summary to the ALSDE; the ALSDE sends results to the school system who makes a determination of whether to hire or not
January 31, 2020

Dr. Kathy Lynn Murphy, Superintendent
Hoover City Board of Education
2810 Metropolitan Way
Hoover, AL 35243

Dear Dr. Murphy:

RE: ADDRESS:

TCH Number:

A background review has been conducted on the above individual pursuant to the Alabama Child Protection Act of 1999 and Act No. 2002-437. This information may have been drawn from various sources, including publicly available documents. Based on the results of the criminal history record check, this individual has the following conviction(s):

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 1988</td>
<td>Hoover, AL</td>
<td>Minor in possession of alcoholic beverage</td>
</tr>
</tbody>
</table>

If you have questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Leading at 334-694-4557.

Sincerely,

[Signature]

Shawon H. Cummings
Coordinator, Educator Certification
State Certification Officer
Office of Teaching and Leading
SHC/SLC

cc: Rebecca Payne

NOTE: If this letter is presented by a new employee to a school system other than the one which requested it, that system is advised to contact the Educator Certification Section of the Office of Teaching and Leading to verify the individual’s status.
Pre-Employment Forms - Examples

1. Copy of Driver’s License
2. Social Security Card or Passport (E-Verify)
3. USCIS Form I-9
4. A-4 and W-4 Tax Forms
5. Direct Deposit Authorization or Letter from Banking Institution
6. Alabama Teachers Retirement Systems (TRS) Enrollment Form
7. RSA Post-Retirement Employment Form (if applicable)
8. Personal Leave Day Options
9. Sick Leave Bank
10. Vacation Policy
11. Employee Handbook Agreements/Acknowledgements
Pre-Employment Information

- Work Verification from Previous Employers
- Sick Day Transfer Requests
- Transcripts (Certified Personnel)
- Proof of Pre-employment Drug Screening (Transportation Personnel)
I-9 E-Verify

E-Verify is a web-based system to confirm eligibility of employees to work in the United States. The system verifies information that is submitted on the I-9 Form and E-Verify, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

- Must be completed within three business days of official start date
- Employers cannot specify which I-9 documentation employees must present
- E-Verify Notices must be posted in English and Spanish
Employment information must contain the Affordable Care Act (ACA) Notice that informs employees of the Health Insurance Marketplace to find and compare private health insurance options.

- ACA options are more applicable to individuals not receiving health insurance through an employer by qualifying for federal subsidies described in the notice
- PEEHIP coverage is considered “affordable” according to ACA rules
Employment for Individuals 18 and Younger

- The Alabama Department of Labor requires an **EMPLOYEE INFORMATION FORM** (located at [www.labor.alabama.gov](http://www.labor.alabama.gov)) to be on file with anyone 18 years or younger at the premises where employees 18 years and younger are employed.
  - Proof of age documentation must be included such as a copy of a driver’s license, birth certificate, or government issued ID which minor’s name and date of birth
  - An **ELIGIBILITY TO WORK FORM** is required for minors age 14 and 15
  - Time records stating number of hours worked each day, starting and ending times, and break times must be kept on file at the location in which the minor is employed
  - Child Labor Certificates must be in public view and renewed annually
The Alabama Child Labor Law

- Minors under the age of 18 may be prohibited from working in certain conditions.
- Minors 16, 17, and 18 who are enrolled in public or private school shall NOT work between 10 p.m. and 5 a.m. on any night preceding a school day.
- Minors 14 and 15 shall not work before 7 a.m. and 7 p.m. any day of the week, during hours when school is in session, no more than 3 hours on school days, no more than 8 hours on non-school days, and no more than 18 hours/week.
- Minors 14 and 15 have different summer months rules:
  - Between 7 a.m. and 9 p.m. any day of the week.
  - No more than 8 hours/day, 40 hours/week, and 6 days/week.
New Hire Orientation

Many HR and/or Payroll Departments provide new hire orientation to review school district policies and review benefits prior to Open Enrollment. Other information to consider reviewing during the onboarding process is below:

- Confidentiality of personnel files
- Anti-discrimination & harassment policies
- On-the-Job Injury (no workers compensation)
- Leave of absence procedures (No FMLA eligibility first year of employment)
- Time clock or absence management procedures
- Employee Assistance Program (if available)
- Tenured/Non-probationary laws
- Educators Liability Trust Fund (ELTF)
Questions?

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