

Policy number:	II-1	Subject:	HIRING
		Revision:	two
Approved:	Agency Board:	June 28, 2006	
	Policy Council:	May 17, 2006	

Objective:

Securing a well-qualified and diverse workforce.

Policy:

It is the policy of the agency to be an Equal Opportunity Employer and to hire individuals solely upon the basis of their qualifications for the job for which they have applied. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the agency; and, unless otherwise provided in writing, employment shall be "at will", so that either party may terminate the relationship at any time and for any lawful reason. Head Start (51% of salary paid by Head Start) employees may have specific rights related to Policy Council hiring / firing approval; however, employment remains "at will" of the agency.

Procedure:

- A. Where qualified applicants are available internally, it is the agency's preference to fill job openings by promoting from within.
- B. If job openings are likely to be filled from within the agency, the openings will be posted in accordance with procedures contained in "Promotion."
- C. When applicants for employment are recruited from outside the organization, preference will be given to qualified applicants of the county in which the vacancy is available.
- D. The agency will accept applications for employment only for specific jobs in which openings exist. Applicants may wish to have resumes or general applications left on file, and the agency may allow this for up to twelve months.
- E. All positions not filled from within the agency shall be advertised in the local area newspaper or through job service posting, unless an advertisement has announced for the job within the last six months. At least five working days will be allowed for applicants to apply.
- F. In the case of Head Start personnel, the applicant must be approved by the Head Start Policy Council which has adopted a written procedure for compliance with the Performance Standards relative to employment approval.
- G. Proof of identity and employment eligibility will be required for all persons hired in accordance with Immigration Reform and Control Act of 1986, P.L. 99-603.
- H. No one shall hold a job while either he/she or a member of his/her immediate family serves on a Board or Committee which has authority to order personnel actions affecting his/her job. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.
- I. Reference checks shall be conducted at the discretion of the Program Director, and at least three written references secured for the recommended applicants. Criminal background checks are required.