

**EMPLOYMENT OF PERSONNEL**

**POLICY**

The personnel employed by the Board of Education of Tulsa Technology Center directly impact the attainment of the goals and objectives of the District. A systematic process for the employment of personnel shall be used which will provide for the selection of the best candidate for each position and will treat each applicant equally. Tulsa Technology Center shall comply with all applicable federal and state laws and regulations governing the employment of personnel. (See Board Policy GEN-1)

No person shall be employed as a regular full-time or regular part-time employee by Tulsa Technology Center unless he/she is recommended for employment by the Superintendent or the Superintendent's designee and approved by the Board of Education at a regular or special Board Meeting. The starting salary and subsequent adjustments to a regular full-time employee's salary shall be based upon the appropriate salary schedule in the current Agreement between Tulsa Technology Center and the association representing the bargaining unit or the approved salary system for nonbargaining employees.

The Board of Education is authorized to employ non-regular employees, including substitute and temporary employees, and set their rates of pay. The Board of Education shall approve the Non-regular and Part-Time Employees Rate Schedule, which shall be the basis for establishing the rates of pay for each Non-regular employee and Regular part-time employee.

Tulsa Technology Center shall provide approved District fringe benefits for regular full-time employees, and shall not provide District fringe benefits for non-regular employees.

**EMPLOYMENT OF PERSONNEL**

**PROCEDURES**

**I. PROCEDURES**

**Section 1.0 Definitions**

**1.1 Regular Full-Time Employee:** A staff member who has been approved by the Board of Education to fill a full-time position created by the Board of Education. Full-time is defined as a work schedule of forty (40) hours in a normal work week. (See Board Policy PER-7)

**1.2 Regular Part-Time Employee:** A staff member who has been approved by the Board of Education to fill a part-time position created by the Board of Education. Part-Time is defined as a work schedule of less than 40 hours in a normal work week.

1.2.1 Regular Part-Time positions may only exist where there is a on-going requirement and continuing function of less than a 40 hour work week needed to support the authorized operation of a department, office or full-time program.

1.2.2 Regular Part-Time positions are normally scheduled for 30 hours or less per week, are limited to no more than 35 hours in any one week and must not work more than 1560 hours per year.

1.2.3 Regular Part-Time positions may not be Certified, dependent upon enrollment of a particular class, related or dependent upon any short term program, or otherwise be temporary, adjunct, or seasonal in nature.

**1.3 Non-Regular Employee:** A staff member who has been approved by the Board of Education to fill a District position on a basis other than regular employment. Non-regular employees may be Substitute or Temporary.

1.3.1 **Substitute Employee:** A staff member who has been approved by the Board of Education to work on a temporary basis in place of a regular full-time employee who is not working.

1.3.2 **Temporary Employee (Seasonal or Adjunct Employee):** A staff member who has been approved by the Board of Education to work temporarily either part-time or full-time, on a short term basis in either a regular full-time position or a temporary position that was not created by the Board of Education.

**Section 2.0      Employment of Regular Full-Time and Part-Time Employees**

**2.1      Prerequisite for Initiating the Employment Process for Regular Full-Time Employees**

A position vacancy is a Board approved regular position for which no incumbent exists. Position vacancies occur as a result of resignations, nonreemployment, dismissals, transfers, retirement, deaths and Board of Education approvals for the creation of new or additional positions. A position opening is a vacancy for which a decision has been made by the Superintendent to replace the previous incumbent or otherwise staff the position.

Prior to initiating the employment process to fill a regular position, there must be a current position opening, the assurance of an impending position opening, or a staffing plan identifying a future position opening. It is permissible to advertise, or otherwise recruit for a position that meets one or more of the above criteria. The District may at any time accept and retain unsolicited resumes and employment applications from applicants in anticipation of future Regular Full-Time position openings. Such unsolicited resumes and applications shall be considered when an appropriate Regular Full-Time position opening comes to exist. This bank of resumes and applications will be retained according to established Human Resources department practices.

**2.2      Steps in the Employment of Regular Full-Time Employees**

Step 1 - Position Description

The supervisor of the position provides a position description for the position using the District standard format.

The position description is reviewed by the Campus/Department Director and the Director of Human Resources. The appropriate District Administrator and/or the Superintendent reviews and approves position descriptions for Directors and District Administrators.

Step 2 - Staffing Requisition

The Campus/Department Director or appropriate District Administrator initiates and completes a Staffing Requisition form (PER-2-A). This form, along with the approved position description, is sent to the Human Resources Department and used for announcing the position opening and seeking applicants for the position.

Step 3 - Position Opening Announcement

A position opening announcement is made for all bargaining unit position openings. The announcement of position openings is made by the Director of Human Resources or the Director's designee. A Notice of Opening is made through one or more of the following methods: a) internal/external District web sites b) posting at the Oklahoma Department of Career and Technology Education; c) placement of job opening with the Oklahoma State Employment Service; d) advertisement in the news media. The Notice of opening posting includes a summary of the job description for the position, instructions for applying for the position and the time frame within which applications/resumes will be accepted for the position.

Step 4 - Receiving Applications for Employment

Applications and resumes are accepted for posted position openings. These must be submitted electronically, or in person and must be received in the Human Resources Department before the posting period ends. Human Resources will review banked resumes and applications for suitable candidates with appropriate qualifications and expressed interest in the same or similar positions. Candidates so identified will be contacted to determine if there currently exists interest in employment with the District.

It is the policy of the Board of Education that no individual who is related to a member of the Board of Education within the second degree of consanguinity or affinity shall be employed with the District in any capacity.

It is also the policy of the Board of Education that an individual who is employed with the District as a regular employee and who is related to another regular employee shall be subject to restrictions upon placement and conditions in the workplace. (See Board Policy PER-17)

Step 5 - Screening Applications for Employment

Each application and resume being considered is screened by the Director of Human Resources and/or Human Resources personnel and the appropriate Department Head to determine which applicants may go forward in the selection process. The individuals selected for further consideration are those whose listed qualifications most closely match the qualifications identified on the Job Description. All applications/resumes for a specific position will be screened using the same criteria.

Step 6 - Interviews of Applicants and Selection of Candidate for Recommendation

The Director/Administrator for the position to be filled will review the resumes and applications forwarded from Human Resources and determine candidates for personal interview. The Director/Administrator must follow the requirements of the "Interviews of Applicants and Selection of Candidate for Recommendation Process." (PER-2-B)

All selected applicants will be interviewed by a minimum of two of the following: Director, District Administrator, Immediate Supervisor, Director of Human Resources, Associate Superintendent or Superintendent. Interview teams, which include individuals with appropriate expertise, should be used when practical. The interviews will be conducted in a manner so as to determine as objectively as possible which candidate has the competencies and qualifications best suited for the position. An interview guide based on the Position Description will be the primary tool for assessing the competencies and qualifications of candidates. Final interviews for certain positions will be conducted by the appropriate District Administrator and/or the Superintendent.

Step 7 - Approval of Employment

The Director of Human Resources and/or Human Resources personnel will make reference inquiries concerning the previous work record, performance and qualifications of the finalist. Human Resources personnel will also prepare documents needed to initiate a national and state criminal record search of the finalist. The finalist, prior to employment, will be required to undergo a drug and alcohol screening test at the expense of the District.

The Director of Human Resources or Human Resources personnel will apprise the finalist of the benefits and salary associated with the position.

The finalist will be recommended to the Superintendent by the Director of Human Resources if the references are positive. If a decision is made to hire the finalist, the national and state criminal record search will then be conducted prior to recommendation to the Board of Education.

The Superintendent will recommend employment of the individual to the Board of Education if the Superintendent agrees to the selection.

The Board of Education will approve or disapprove the Superintendent's recommendation.

Step 8 - Offer of Employment

The Director of Human Resources or Human Resources personnel will make a contingent offer of employment to the individual selected for consideration by the Board of Education for the position. Contingency will be based on successful results of the drug and alcohol test, national and state criminal records search, completing all reference checks and Board approval.

If the candidate accepts the offer with contingencies, a criminal records check is initiated, a drug screening examination is scheduled and his/her name is put on the Board agenda for the next regularly scheduled or special Board meeting. If approved, the candidate is notified of the Board's decision and said offer of employment is confirmed by mail. The Director of Human Resources or Human Resources personnel will notify in writing all applicants interviewed but not selected.

Step 9 - Employment of Approved Candidate

1. Candidates Other Than Current Regular Employees

The approved candidate will report to the Human Resources Department on or about the first day of employment, and the Human Resources personnel will assist the candidate in completing the required new employee documents including benefit enrollment forms and an employment contract.

Human Resources personnel will issue the new employee documents and other materials to assist the employee in understanding District policies and procedures, work rules and other important information.

Human Resources personnel will also review certain District procedures with the new employee and provide a brief District orientation for the new employee.

**2. Candidates Who Are Current Regular Employees**

When a regular full-time employee has applied and been approved for another position within the District, the Director of Human Resources or Human Resources personnel will notify the Director of the employee's current campus/department and the Director of the employee's new campus/department of the approval.

The Director of the employee's current campus/department will then make arrangements for the release of the employee by working cooperatively with the Director of the employee's new campus/department in order to accomplish a reasonable transition. The time for the change of position shall not exceed twenty-eight (28) calendar days from the date of notification of the approval. Exceptions to this time frame must be approved by the appropriate member(s) of the Superintendent's Leadership Team (S.L.T.).

The Director of the employee's new campus/department will notify the Director of Human Resources or Human Resources personnel of the date the employee is scheduled to transfer.

Human Resources personnel will finalize all necessary documents including the transferred employee's new employment contract and make arrangements with the employee to report to the Human Resources Department to execute the documents.

**Step 10 - Campus/Department Orientation**

The Campus/Department Director is responsible for providing the new employee with a thorough Campus/Department orientation.

**A FLOWCHART OF THE STEP-BY-STEP PROCESS  
FOR EMPLOYMENT OF REGULAR EMPLOYEES**

**STEP 1**

**Position Description**

Approved by Director Of Human Resources (Other Administrators)

**STEP 2**

**Position and Staffing Request**

Completed by Campus/Department Director – Sent to Human Resources with Position Description

**STEP 3**

**Position Opening Announcement**

District Postings, State Career-Tech Facilities, Oklahoma Employment Service, Advertisements  
Human Resources Web Site

**STEP 4**

**Receiving Applications For Employment**

Required By End Date/Time of Posting Period

**STEP 5**

**Screening Applications For Employment**

Director of HR, HR staff and/or Campus/Department Director Selects Applicants to Go Forward  
Based on Specific Job Description Criteria for Each Position

**STEP 6**

**Interviews of Applicants and Selection of Candidate for Recommendation**

Campus/Department Interview Team Use Required Process, Select Applicants to be Interviewed, and  
Consider Candidate Competencies and Qualifications to Determine Who is Best-Suited for Position  
Campus/Department Director Sends Recommendations on Required Form to HR Department  
Top Professional Candidates are Interviewed by Superintendent and District Administrator(s)

**STEP 7**

**Approval of Employment**

Director of HR or HR Staff Conduct Reference Inquiries (Checks)  
HR Prepares to Initiate Criminal Record Search  
Contingent Offer of Employment (subject to drug test, criminal check, Board of Education approval)  
Superintendent's Recommendation to Board of Education  
Board of Education Approval

**STEP 8**

**Offer of Employment**

Director of HR or HR Staff Advise Candidate of Board of Education Decision  
Drug Screen Completed, Criminal Checks Concluded  
HR Confirms Offer of Employment by Mail and Notifies Others Interviewed in Writing

**Section 3.0 Employment of Non-Regular Employees**

**3.1 Prerequisite for Initiating the Employment Process for Non-Regular (Substitute and Temporary) Employees**

There must be a current or anticipated need for an applicant prior to initiating the employment process for the applicant as a Non-regular employee. The applicant should not be recommended for employment unless the Campus/Department Director intends to use the applicant after the applicant is approved as an employee. The Director shall verify that there are appropriate funds in the budget prior to making the recommendation for employment.

A regular full-time employee may not be concurrently contracted as a regular part-time employee, but may serve as non-regular temporary employee if the non-regular work schedule does not conflict with the regular work schedule.

**3.1.1 Substitute Employees**

The appropriate administrator shall make the determination that there is a current or anticipated need for a substitute employee.

**3.1.2 Temporary Employees**

The determination that there is a current or anticipated need for a temporary employee shall be made with the approval of the appropriate member of the Superintendent's Leadership Team. The request for approval shall be in brief memorandum or email format and shall include an explanation of the tasks to be performed by the temporary employee and a specific beginning and ending date. Approval shall be indicated on the memorandum and a copy attached to the "Personnel Change Notice" sent to the Human Resources Department for processing.

**3.2 Steps in the Employment of Non-regular Employees**

**Step 1 - Campus/Department Responsibilities and Procedures Prior to Employment**

- A. Each applicant considered for employment as a substitute or temporary employee will complete, date and sign a Tulsa Technology Center Application for Employment. Current full-time employees wishing to work under a second contract for temporary employment, not conflicting with his/her primary position, need not

complete the regular application, but should submit an Internal Application form (PER-2-F) which clearly specifies how the employee meets the qualifications required in the temporary position.

- B. The Campus/Department Director or the Director's designee will interview each applicant considered for employment to determine if the applicant's qualifications meet the needs of the Campus/Department.

The Campus/Department Director will obtain thorough work background verification and reference information on each potential Non-regular employee. The Campus/ Department Director may designate an Assistant Director, Supervisor or Office Manager to obtain the required information.

The "Background Verification and Reference Information for Potential Substitute or Temporary Employee" form (PER-2-C) will be used for this process. Three (3) separate reference inquiries will be made for each applicant. Should three (3) be unobtainable, a minimum of two (2) sources must be verified. The reference information must be obtained from employers or former employers of the applicant. Personal references are not acceptable. One of the references may be from a current or former teacher if the potential employee is recently a student and has a limited work record. The form includes sections for the three (3) references needed. The information requested on the form is the minimum needed. Additional job related information may be obtained if desired. The reference form must be completed in its entirety and include each employer's answer regarding eligibility for rehire.

All reference and applicant information obtained will be kept confidential.

- C. If the Campus/Department Director is satisfied with the applicant's qualifications and work references, the Director sends the following documentation to the Human Resources Department:
- i. completed and signed "Background Verification and Reference Information for Potential Substitute or Temporary Employee" form (PER-2-C)
  - ii. completed and signed "Tulsa Technology Center Personnel Change Notice" form (PER-2-E)
  - iii. completed Employment Application form (or Internal Application form if current employee)

- iv. completed and signed INS I-9 form
- v. completed and signed W-4 form
- vi. two (2) photocopies of drivers license and social security card
- vii. copy of Authorization for Drug Testing form
- viii. copy of Total Applicant Release (for criminal records search) form
- ix. signed original Non-regular Employment Contract

Step 2 - Human Resources Department Responsibilities and Procedures

- A. A member of the Human Resources Department will review the documentation for completeness and accuracy. The Human Resources Director reviews the PCN for correct salary information according to the established Board approved Standard Rate Schedule for Substitute, Part-Time and Temporary Personnel, and approves the form. The documents are retained in the HR department pending Board of Education approval.
- B. Once verification of negative drug screen and non-disqualifying criminal records report is received by the HR Department, the name of the proposed candidate is included for approval in the agenda of the next regularly scheduled Board of Education meeting.
- C. Once approved by the Board, the employee's name is included on the District list of 'Approved Substitute and Temporary Employees' and may be scheduled by Campus Administrators or other Supervisors to begin work.
- D. At the end of each fiscal year (June 30), a member of the Human Resources Department will purge the list of "Approved Substitute and Temporary Employees" by removing the names of the Non-regular employees who are no longer needed. The names to be removed will be determined by a survey of the Campus/Department Directors and review of work activity during the prior two years.

Step 3 - Campus/Department Responsibilities and Procedures After Approval of Employment

- A. An individual who has not been approved to be an employee of the District should not be allowed to work. The Director of Human Resources may approve the hiring of a non-regular employee in emergency situation where Board approval cannot be first obtained.

Board approval must then be requested at the next regularly scheduled Board meeting. The Human Resources Department's list of 'Approved Substitute and Temporary Employees' is the official list of those approved for substitute and temporary employment.

- B. Only Directors, Assistant Directors and designated supervisors are authorized to schedule Non-regular employees for work. The Director, Assistant Director or supervisor must tell the employee the rate of pay the employee will receive prior to his/her first day of work. The rate of pay will be the rate approved for the individual and the job indicated on the "Tulsa Technology Center Personnel Change Notice" form (PER-2-E). (See Step 2 - D above.)
  
- C. A Non-regular employee must not be allowed to work more than 950 hours in a fiscal year (July 1/June 30). There shall be no exceptions. Non-certified substitute teachers may not work more than twenty (20) days in any one assignment replacing a certified teacher and no more than seventy (70) days annually replacing certified teachers in the District.

It is the Campus/Department Director's responsibility to make sure that no Non-regular employee under the Director's direct or indirect supervision exceeds this limit on hours, and no non-certified substitute teacher exceeds the daily limit. Since the total hours or days worked cannot exceed these limits, it will be necessary to coordinate with other Directors if the individual works at more than one site/department. Each Director should prepare an annual work schedule for any and all Non-regular employees under the Director's jurisdiction.

The Business Office will compile and print reports periodically to indicate the hours worked for a period by each Non-regular employee.

The Campus/Department Director must determine in advance when a Non-regular employee may be reaching the hours of work limit because the above reports cannot be produced until the payroll is processed. Therefore the reports will not include the most recent several weeks.