

River Valley Child Development Services
**HIRING/REHIRING/PROMOTION/TRANSFER POLICY
PROCEDURE**

Hiring

Candidates who are interested in a position will need to submit their resume and other required documents to the HR Coordinator. The HR Coordinator will then forward the information to the Program Director who presides over that position. In the case where a candidate submits their resume and other required documents through Indeed, the Program Director will be notified via email. The Program Director or designated person will schedule the phone interviews with selected candidates. On-site interviews will then be scheduled for candidates who are chosen to proceed in the process. Once the selected candidate has accepted the job offer, the Program Director will submit the Personnel Status Change Form, along with all other hiring paperwork, for processing. The same core team of individuals will complete each aspect of the hiring process for each vacancy.

Rehiring

1. If an individual is coded "red" on the recommendation list, his or her application will not be passed from the HR Coordinator to the Program Director.
2. If an individual is coded "yellow" on the recommendation list, his or her application will be passed to the Program Director from the HR Coordinator with a caution note attached.
3. If an individual is coded "green" on the recommendation list, his or her application will be passed to the Program Director from HR Coordinator with a note they are coded green.

Each recommendation is made by the Program Director upon termination of employment. The recommendation is based on the Guidelines for Progressive Discipline.

If they are eligible, Program Director decides whether the employee is qualified for a particular position. If they are not eligible, HR Coordinator will inform them.

If a past employee meets eligibility guidelines for rehire, it has been **less than 90 days** since the employee left the agency and employee wants to return to their former position:

- The position first needs to be posted.
- Past employee should contact their past supervisor, who will direct them to the HR Coordinator to apply and complete the required paperwork.
- Past employee will complete the "request for rehire form," which will include: statement to attach update resume, any change in education, change in address, change in name, program name, position applying for, and last day worked.
- HR coordinator will send email to employee with drug test information and onboarding information (via Paycom) to be completed before employee can return to their former position.
- The program director will submit a Personnel Status Change Form.
- After the above has been submitted to HR and Paycom, The Program Director will meet with the past employee to offer the position back.
- Previous years of service will be recognized for specific benefits plans such as paid time off accrual and employee recognition.

If a past employee meets eligibility guidelines for rehire, it has been **less than 90 days** since the employee left the agency and the employee wants to apply for a different position within the agency:

- The position first needs to be posted.
- Past employee should contact their past supervisor, who will direct them to the HR Coordinator to apply and complete the required paperwork.
- Past employee will complete the "request for rehire form," which will include: statement to attach update resume, any change in education, change in address, change in name, program name, position applying for, and last day worked.
- The Program Director will follow the normal interview process used for new employees (including face-to-face interview and written assignment). The phone interview is an optional step for the Program Director.
- HR coordinator will send email to employee with drug test information and onboarding information (via Paycom) to be completed before employee can return to their former position.
- The Program Director will submit a Personnel Status Change Form with the hiring packet.
- After the above has been submitted to HR and Paycom, The Program Director will meet with the past employee to offer the position.
- Previous years of service will be recognized for specific benefits plans such as paid time off accrual and employee recognition.

Promotion/Transfer

Employees interested in posted position must complete an Internal Job Posting Application, attach resume, and take both to his/her program director. Employees must also be advised of the following:

- An employee who has had a Performance Improvement Plan (PIP) or Corrective Action Plan (CAP) within the past twelve months may not apply for another position within the organization.
- An employee is not eligible for transfer to another position for one year after employment in current position unless approved by the Executive Director.
- Employee will be subject to a provisional period that requires satisfactory either a thirty-day performance evaluation, ninety-day performance evaluation, or 6-month performance evaluation (if applicable), that is determined by job description.
- An employee who does not complete the provisional period for any reason may be eligible to apply for another vacant position within the agency for which they are qualified. If the employee is not selected to fill another vacancy within the agency, he/she will be terminated.
- Employees interviewing for positions within their own program do not have to take leave time for the interview. Employees interviewing for a program other than the one for which they currently work, must take leave time for any required travel and time required for the interview.
- Travel expenses incurred for interviews will not be reimbursed.
- Job must be at least posted internally.
- Interview will be done, including the assignment.
- The hiring rubric will need to be completed.
- Procedures for key positions, such as Executive Director and Director of Business & Finance, could vary depending on the discretion of the Board of Directors.