



Policy

Category:	HR- Hiring Policy
Policy Number:	HR 2017-05-10
Date Approved	
Proponent:	Board Chair
Approved By:	Name:
	Signature:

1. Purpose and Scope: To establish Board policy on hiring. Applies to all persons to be hired regardless of employment type.
 KCSMA is committed to employing, in its best judgement, the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of KCSMA to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization by the KCSMA Board is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

2. Background: This policy is required to ensure compliance with Board assigned responsibilities in Ga DOE regulations the board charter and other regulations

3. Policy:
 No person shall be employed by KCSMA without Board approval. Requests for employment approval must be presented to the Board no less than seven days in advance of a scheduled board meeting.

- a. Requests for hire must be vetted by the HR Director to ensure compliance with current, laws and regulations.
- b. HR Director’s comments shall be presented to the Board with the request to the Board. Requests to hire employees must be presented electronically in writing by the CEO or their approved delegate to the Board in advance of any scheduled meeting and must include: *(DP comment - HR should make a hire form for this)*
 - i. Name
 - ii. Justification for hiring
 - iii. Title of approved budgeted position to be filled
 - iv. Salary or rate of pay and
 - v. Work hours of employment,
 - vi. Start and end dates of employment if applicable
 - vii. Indications of any validation or clearances pending including validation of



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certifications, reference checks, credit checks for those who manage funds and confirmation of E-Verify if applicable.

- c. Any requests to hire for positions not previously approved and budgeted for in the current year budget, must carry the recommendation of the Finance Committee.
- d. Emergency requests may be filled subject to the following:
 - i. A Board member must approve the request as emergency before being submitted for approval.
 - ii. Emergency hire situations are defined as: any position where the absence of a person in the position will have a significantly negative impact the staff or students, or compromise the safety of staff or students, or other persons.
 - iii. Approval may be obtained by email confirmation of a quorum of the board and must be presented for formal approval at the next scheduled board meeting.
- e. If the board approves the hire
 - i. An offer will be made from HR to that individual contingent on satisfactory completion of any remaining drug or alcohol screening, or other validations.
 - ii. The HR director will check references, and coordinate pre-employment background, and drug and alcohol checks.
 - iii. The HR Director will notify the applicant of the results and will offer the formal contract or offer if satisfactorily completed.
 - iv. The HR director will notify the Board and appropriate management if the offer is not made or refused.

4. Responsibilities: The CEO/Principal and HR Director will be responsible for the overall management of the recruitment and selection process, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees to be presented to the Board

5. Acronyms:

- HR-Human Resources

6. Definitions:

- Board = refers to the Board of Directors of Georgia Charters Schools Inc, as the managing board for Kennesaw Charter Science and Math Academy (also known as Kennesaw Charter in CCSD records)