



District School Board of Pasco County HIRING PROCEDURES AND SCREENING GUIDELINES

The Office for Human Resources and Educator Quality maintains procedures and guidelines for the application and screening process of applicants seeking employment within the school district. These procedures and guidelines are in line with District policies, as well as State and Federal guidelines. **Any form that is referenced below may be accessed from the HREQ website by clicking the "Hiring Managers Toolkit" tab** (http://www.pasco.k12.fl.us/hreq/resources_for_hiring_managers).

HIRING MANAGERS: Each school and department will have a designated Hiring Manager, who will be tasked with ensuring hiring procedures and screening guidelines are followed for his/her assigned site. Specific tasks relating to the advertising and screening process may be delegated to the manager's support staff, as appropriate.

JOB REQUISITIONS (JOB AD REQUESTS): To request a job advertisement for any position, hiring managers (or their designated support) staff must submit a job requisition via Munis. Step-by-step instructions for submitting a requisition can be found in the Munis Quick Start Guide for Job Openings ([http://www.pasco.k12.fl.us/library/is/02_Job_Openings_\(End_Users\).pdf](http://www.pasco.k12.fl.us/library/is/02_Job_Openings_(End_Users).pdf)). In addition to posting the basic requirements for the position, hiring managers may also require applicants to submit a cover letter, resume, or other materials as part of the pre-screening requirements, which should be stated on the job requisition to be included in the job posting.

SCREENING CANDIDATES: Screening of candidates shall be in accordance with all Federal laws and regulations prohibiting discrimination. Hiring Managers shall ensure that no candidate shall, on the basis of race, color, ethnicity, religion, national origin, age, gender (including gender expression), marital status, disability, genetic information, or legally-protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjects to, discrimination at any level of the screening and hiring process. The screening process shall assist in identifying those persons who are best qualified, with or without reasonable accommodations, to meet the demands of the position based on required qualifications set forth in job descriptions. Preferred qualifications on the job description and/or higher-level of job-related criteria may be applied to further narrow a pool of applicants. Current employees and candidates who meet the criteria for Veterans' Preference shall be considered for interview provided they meet minimum requirements for the position.

VETERANS' PREFERENCE GUIDELINES: The District advocates for the hiring, promotion, and retention of qualified veterans' preference (VP) candidates. The District's Veterans' Preference Guidelines and Flowchart for Determining Veteran's Preference Eligibility may be found in the Hiring Manager's Toolkit. These resources outline the procedures that hiring managers must incorporate into their screening protocols to ensure that proper consideration is provided.

INTERVIEWING CANDIDATES: Interviews may be held by telephone, electronically, or in person, or any combination of these formats. Interviews shall be conducted using objective measures and/or in such a manner as to provide equitable treatment of all applicants, including the number and type of questions or criteria established as the basis for selecting a candidate for hire. Interview questions and criteria shall be constructed in a manner that would minimize the opportunity for, or perception of, potential discrimination.

CERTIFICATION CONFIRMATION: Prior to offering employment or reassigning a current teacher at your school into a different position or course assignment, administrators (or their designees) must submit the Certification Review Request Form to their certification specialist to confirm that the teacher is appropriately certified or highly qualified based upon the teaching assignment. Administrators will need to include the course codes attached to the assignment, so the specialist can verify appropriate certification required for the position.

Out of Field Requests: If a teacher does not hold the required certification for the position, administrators may submit a Request for Out of Field Hire Form for consideration of the requested hire/move. Keep in mind that the number of times a position was advertised, as well as other applicants' qualifications are factors that affect the out of field approval process. Approval to hire out-of-field does not waive the teacher's requirement to obtain the appropriate certification within one year of the hire date. Failure to do so may result in the teacher's nonreappointment. Out of field teachers will be required to provide written acknowledgment of this process by signing a letter provided by HREQ at the beginning of the school year.

MUNIS NOTES: The Applicant Master file in Munis may contain notes on previous employees that should be reviewed and considered as part of the hiring process BEFORE making an offer of employment to a previous employee. Questions concerning notes or a previous employee's work performance should be directed to HREQ or ER.

REFERENCES AND OFFERS OF EMPLOYMENT: Applicants are required to have in their applicant file at least two written references completed by persons listed as references on their application. However, hiring managers may begin the process of screening and interviewing applicants, with the understanding that a file is not complete and that a person may not be offered employment until all required references are on file and reviewed by the hiring manager. Prior to making an offer, hiring managers or their confidential staff are also required to conduct **at least one mandatory telephone reference** on their top candidate(s). Phone references should be conducted by contacting the current and most recent employers and documenting the responses on the form provided. HREQ recommends that the current employer, if applicable, and up to two additional previous employers are contacted. Often, a potential candidate will request that the current employer not be contacted unless and until the candidate has advanced to the top level of screening or just prior to an offer being made. Hiring managers should honor these requests to the extent possible. A selected candidate's **hiring paperwork may not be finalized until at least two form references and at least one telephone reference are on file**. Upon offer, note the date and time of offer on the Telephone Reference Form. Telephone references must be uploaded into Munis along with the required documentation. Step-by-step instructions for processing candidates in Offered status in Munis are located in the Munis Quick Start Guide for Applicant Processing ([http://www.pasco.k12.fl.us/library/is/03_Applicant_Processing_\(End_Users\).pdf](http://www.pasco.k12.fl.us/library/is/03_Applicant_Processing_(End_Users).pdf))

REQUEST FOR PERSONNEL ACTION: A Personnel Action Form (MIS 303) will be completed for ALL personnel actions including new hires, rehires, promotions, transfers, fund changes, non-reappointments, resignations, retirements, and other terminations. The hiring administrator or designee will complete and submit the MIS 303 and supporting documentation to their HREQ staffing contact.

DETERMINING START DATES: HREQ has established guidelines for determining start dates for new and current employees based on their status (current employee vs. new hire) and POET (i.e., physical, drug and alcohol) testing requirements for the position. As a rule of thumb, a current employee may start in the new position as soon as the next business day, as long as POET testing is not required. A non-employee of the district (i.e., that does not have fingerprints on file) may start 5 days after they have been fingerprinted. If the position requires physical/drug/alcohol testing (see POET section), the initial 5-day window is extended for an additional 5 days, for a total 10 days after they have been fingerprinted. This is to ensure sufficient time is provided to process results and address any concerns before the first day of work.

REEMPLOYMENT OF TEMPORARY SERVICE CONTRACT (TSC) TEACHERS: Teachers under a Temporary Service Contract and who were employed through the end of the school year are required to re-apply for their position. The regular advertising, screening and selection processes are to be followed as described above, except that a telephone reference is not required if the teacher is returning to the same location. Certification Specialist approval is required to confirm the teacher continues to be appropriately certified or highly qualified based on the teaching assignment.

ONBOARDING OF NEW PERSONNEL: All newly hired employees will be processed in Munis through the applicant processing system. The applicant is placed in Offer status in Munis and workflows to the HREQ Onboarding Rep. The Onboarding Rep will email each new employee a welcome letter and information packet outlining the hiring process. This will include fingerprinting and badge information, POET (if required by the position), electronic hiring packet paperwork, as well as links to benefits and other important information.

FIRST DAY OF EMPLOYMENT: On the first day of employment, the hiring manager or designee will be required to meet with the new employee and complete the I-9 and Loyalty Oath. Both forms as well as the I-9 supporting documentation will need to be uploaded to the Applicant Master in Munis by the third day of employment.

ADMINISTRATIVE AND NNB SALARY DETERMINATIONS: Pay for Administrative/Professional Technical & NNB employees will be determined through an evaluation of experience, knowledge, and a comparative review of other employees with the same title by the Compensation section of HREQ and the hiring manager. Administrative and Professional Technical salaries will be subject to final review by the appropriate Assistant Superintendent and the Superintendent.

EXPERIENCE-BASED PAY (SRP & INSTRUCTIONAL): The salary for newly hired SRP and Instructional employees will reflect the base rate on the corresponding salary schedule for the position until forms for related experience of outside employment have been completed, returned, and verified by HREQ.

POST-OFFER EMPLOYMENT TESTING (POET): Employment in certain positions is subject to satisfactory completion of Post-Offer Employment Testing (POET). The POET requirement is determined by the position, but are primarily associated with positions in Food and Nutrition Services, PLACE and Maintenance Services, including Warehouse Distribution Services. Following a conditional offer of employment, candidates are required to successfully complete a drug screening and/or job specific physical before being approved for hire into a POET position. A candidate will not be cleared to begin work until POET requirements are satisfied. Internal candidates who apply for POET positions must also complete the POET process. POET should be scheduled only after a candidate has been fully vetted in terms of screening and references, and the hiring manager is prepared to hire the candidate. Fingerprinting should also be scheduled in advance of POET when possible, to avoid the potential costs associated with testing candidates who are unable to clear the background screening process. Program guidelines may be accessed by visiting the Employee Benefits and Risk Management Section's webpage or by clicking this link: http://www.pasco.k12.fl.us/library/ebarm/workers_comp/dsbpc_poet

NEW HIRE EMPLOYEE BENEFIT ORIENTATION: All new benefit eligible employees will receive an email shortly after their first day of employment with information and instructions regarding the online benefit enrollment process through MUNIS Employee Self-Service (ESS). All new hires should be advised to regularly check their District email address for time-sensitive communications regarding their benefit enrollment window. Employees who do not make benefit elections by their deadline will be enrolled in the HMO Basic plan at no cost.

Benefits Eligibility: As a reminder, benefits become effective for benefit eligible employees on the 1st of the month following thirty days of employment.

Online Enrollment/ESS: Benefits enrollment is conducted online by logging into Employee Self-Service (ESS), which can be accessed at <https://mss.pasco.k12.fl.us/ess/>

Benefits Reference Materials: The Benefits Quick Reference Guide is available at <http://www.pasco.k12.fl.us/ebarm>