

Mount Cross Hiring Procedure for Non-Called Staff

Introduction

There is always the need to maintain staffing levels as established by the organization to fulfill its mission and as provided for within the budget. Mount Cross strives to maintain an efficient and capable group of individuals who serve the organization as non-called staff. As employee vacancies occur and as new positions are created, this process will serve to assist in guiding the **steps involved with the recruitment process.**

Vacancy of an existing position

When a vacancy occurs for an existing position it is necessary to determine that the position is needed and that it is verify that is provided for within the budget. The person who is responsible for the supervision of the vacant position will review the job description to make certain that the job description is current and accurately reflects both the job qualifications and responsibilities as well as being current with employment regulations. If assistance is needed or if changes are proposed, the Personnel Committee and Finance and Budget Committee will need to be **contacted.**

The recruitment process can then proceed using the appropriate forms of notice in order to solicit applications. Following the advertisement period, the most qualified applicants will be interviewed. The candidate felt to be the most acceptable and qualified for the position will then **be required to have references checked** and be live scanned prior to being offered the position.

New Position Requests

Prior to the recruitment for an employee for any new position, it must first be determined that the position is provided for within the budget and has been authorized by the Church Council. A request for a new position may come from any of the functional groups within the church but must first go through the required procedure.

Any new position must first be authorized by the Church Council. Prior to the approval of the Church Council, a review by both the Budget and Finance Committee and the Personnel Committee is required. The Budget and Finance Committee will consider the budget implications for the total compensation package for the position for both salary and benefits. The Personnel Committee will review the steps involved with the position and will guide the preparation of the job description and the recruitment process as needed. The recommendations from both the committees will be forwarded to the Church Council when they consider the request as an agenda item before and further action can occur on the request.

The recruitment process can then proceed using the appropriate forms of notice in order to solicit applications. Following the advertisement period, the most qualified applicants will be interviewed. The candidate felt to be the most acceptable and qualified for the position will then be required to have references checked and be live scanned prior to being offered the position.

Post Recruitment Process

A job offer will be provided to the successful candidate which will include the following:

1. Job qualifications and requirements
2. Employee responsibilities
3. Accountability
4. Employer responsibilities
5. Performance review
6. Dispute resolution process
7. Policy on sexual harassment and misconduct
8. Sick leave policy
9. Overtime requirements
10. Other aspects related to the specific position

The employee will be subject to a probationary period and periodic evaluations to be conducted by the supervisor or other designated person responsible for the employee.

The employee will provide periodic time cards to be submitted for review and approval.