

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

183 Recruitment/Pre-Employment Requirements

Effective Date: 9/1/2003

Revision Date: 12/28/16

The hiring of key staff including the Executive Director, Head Start Director and Finance Director, or any other key personnel whose compensation is covered principally (i.e.; greater than 50%) by the Head Start grant, require notification to the Head Start Regional Office prior to making a job offer. The Regional Office will take no more than a few days to respond to Grantee's proposal [*Pursuant to ACF-PI-HS-06-01 Policy Clarification*].

The Governing Board of Directors approves the hiring, evaluation and compensation of the Executive Director, Head Start Director, Human Resources Director, Finance Director and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of said key staff by the Governing Board of Directors.

The Executive Director will then select the balance of the CSNT staff.

The Executive Director, or his/her designee, receives the application, conducts the interview, and obtains reference reports. Where possible the supervisor of the position that is being filled shall be in consultation with the Executive Director or his/her designee during the interview. The Human Resources Director extends the offer of employment with the approval (by signature) of the Executive Director and/or the Program Director.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1302.90(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to hire employees, as the final step of the hiring process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the hiring of persons paid primarily with Head Start funds.

CSNT is an Equal Opportunity Employer. Job vacancies shall be posted at relevant CSNT locations and advertised through area newspapers when necessary, unless a reasonable applicant pool exists from a previous recruitment effort. Eligible CSNT staff have the right to apply for any posted vacancy (see Policy 116).

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

CSNT will verify the accuracy of the information given on all applications for employment, including background checks, criminal history checks, former employment verification, personal and professional references.

All new employees will have a pre-employment drug screening test, as well as a TB skin test. In the event, TB skin testing and/or chest x-ray is deemed medically contraindicated, a Health Statement from a qualified healthcare provider or certified TB clinician is required. A pre-employment physical exam will be required of all new Head Start employees. The Agency will cover the cost of the TB skin test to a maximum of \$25.00. In the event a chest X-ray is required in addition and/or in lieu of the TB skin test, CSNT will cover this cost. Every 12 months, each CSNT employee will be required to complete a confidential TB survey. The completed survey will be returned to the Human Resources Director. The results of the survey will determine if an employee is to be referred to their Health Care Provider for further evaluation. ~~Employees will be required to have a current TB skin test every 36 months.~~ *ISD contracted staff are not required to complete pre-employment screens other than those initiated by the school district. TB Screens are required annually and appropriate action will be taken based on the results of the annual screen..*