

DATE: May 3, 2017

TO: Principals/Directors

FROM: June LeMaster, Ph.D., Administrator, Human Resources
Administrator of Schools
Travis Hamblin, Human Resource Administrator-Licensed
Brent Burge, Human Resource Administrator-Classified

SUBJECT: Part-Time Classified Hourly Job Posting

Thank you for your recent input regarding the posting of part-time (PT) classified positions. As you are aware, this procedure was optional during the 2016-2017 school year and will be effective July 1, 2017, as principals at all levels provided examples of their experience with this new procedure and indicated the benefits they observed. The new standardized procedures are as follows:

1. Employees within the same location may be moved to vacant positions without posting. A change form must be submitted
2. An online job advertisement is submitted through FastTrack for all vacant positions.
3. The position will be posted "open until filled". The school/department must notify HR when the position is filled.
4. The Administration will screen the applicants, conduct interviews, check references and make the offer. References must be submitted with the hire sheet. All other interview documents will be maintained at the location unless requested by an HR Administrator.
5. Once HR is notified the position has been filled, we will use FastTrack to notify those applicants who were not selected.

The new procedure will not allow for generic position postings on FastTrack as in the past, with the exception of Sweeper applications. A tutorial on the posting of PT positions using FastTrack is available on the AdminOnly and SecretaryConnections website or you may contact an HR Administrator for further assistance.

Thank you for hiring the best candidates available at each location.