

Fair and Open Hiring Policy

POLICY PURPOSE

Notre Ecole believes in a fair and open hiring process. Hiring qualified individuals to fill positions at the organization contributes to the overall strategic success of Notre Ecole. Each employee, while employed, is hired to make significant contributions to Notre Ecole through the advancement of our Vision and Mission.

Notre Ecole is an equal opportunity employer and therefore does not discriminate based on race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, age, sexual orientation, or familial status. In hiring, the most qualified candidates for positions will be chosen and the following hiring process will be followed.

I. Hiring Process and Procedures

A. Personnel Requisitions

Personnel requisitions must be completed to fill Notre Ecole positions. Personnel requisitions should indicate the following:

- Position's hours/shifts.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

B. Job Postings

All regular job openings may be posted on one or more of the following: the Notre Ecole website, bulletin boards, Applitrak, Edpost, and K-12 job sites. Depending on the position or external requirements (such as federal grant opportunities), the school may choose to post positions on sites that reach a broader community. Jobs will remain posted until the position is filled. Job postings are updated every week. Not all jobs are required to be posted.

C. Internal Transfers

Employees who have been in their current position for at least one year may apply for internal job openings.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified. After a transfer to a new position, employees may begin a probationary period for the new position.

D. Recruitment Advertising

Positions are advertised externally based on need and budget requirements.

E. Interview Process

Notre Ecole will screen applications and resumes prior to scheduling interviews. Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process should be followed. Interviewees who are not selected for positions at Notre Ecole will be notified.

F. Reference Checks and Criminal Background Check

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

G. Job Offers

If Notre Ecole receives satisfactory results from the reference checks and criminal background check, Notre Ecole will notify the candidate to confirm the job offer. Job offers may include other job specific contingencies.

H. Initial Start Date and Orientation

On an employee's start date, the employee will complete required paperwork and an orientation. The new employee's manager or supervisor is responsible for providing a department orientation for the new employee. Notre Ecole will complete the New Hire Checklist with new employees and review department policies and procedures.

Addendum to Fair and Open Hiring Policy

The purpose of this addendum is to support the fair and open hiring process that took place for a CSP-funded position during Notre Ecole's start-up period.

In order to adequately accomplish numerous administrative start-up requirements (e.g. IRS 501(c) Tax Exempt status, grant applications, etc.), a co-coordinator position was established (Notre Ecole did not have a Hiring Policy at that time). Nonetheless, pursuant to Notre Ecole's current *Fair and Open Hiring Policy* Section I. "Hiring Process and Procedures," a fair and open process took place for the co-coordinator position during Notre Ecole's start-up period that was in accordance with the spirit of Notre Ecole's current Fair and Open Hiring Policy.

DOCUMENTATION:

The Board unanimously approved the appointment of Michele Chalmeau, as the Coordinator of the organization on 9/23/2018.