

## **Personnel Initial Employment Procedure**

**RECRUITMENT** – Before filling any position the BOCES has to go through a posting and recruitment process.

1. Vacancy becomes available, new position or replacement.
2. Supervisor completes and submits a [Recruitment Request form](#) to the Recruitment Office.
3. When the recruitment is completed, all applications are sent to the supervisor with the vacancy notice.

### **SELECTION**

4. After interviews are completed the Supervisor notifies the successful candidate
  - a. It is understood that all offers are dependent on approval by the Director/Program Administrator, Assistant Superintendent/CTO, District Superintendent and Board of Education.
5. The Supervisor signs and forwards the following documents to Director/Program Administrator for signature:

- a. Completed Employment Recommendation

- i. Found at [www.ocmboces.org/ocmbocesonly/personnel/forms](http://www.ocmboces.org/ocmbocesonly/personnel/forms)

***These forms are found only under the Personnel link on the web page.***

- b. Completed and signed Application (either BOCES or OLAS)

- c. Completed [Employment Needs Form](#)

- d. Salary Recommendation with Transcripts (if applicable)

- i. The experience calculation is made by the hiring supervisor based on the nature of the position and the experience of the candidate. Credit for the total years of experience is rounded to the nearest whole year.

- ii. Any additions for degrees or credit hours are based on official transcripts. The supporting transcript(s) must be attached to the salary recommendation. If you do not have the transcript(s), do not include credit for a degree and/or graduate credit hours in the calculation.

- iii. Calculated salaries will be the base plus experience without transcripts.

- e. [References](#)

- f. Completed and signed Civil Service Application (if applicable)

6. The Assistant Superintendent/Director RIC approves (signs) the Employment Recommendation and forwards with documents listed above to the Personnel Office.
7. If there is a need to fast track an employee or begin a person before the Board meeting, the request should be made directly to the District Superintendent.
8. Start date will be Monday following the Board meeting. If the board rejects an appointment, the candidate will be informed by the HR Director/School Attorney on the Friday following the Board meeting, and not allowed to begin work.
9. The Personnel office submits the [Employment Needs form](#) to the various departments to fulfill the needs of the incoming employee and then contacts the new employee to come in to complete new hire paperwork for payroll. (E.g.: I9, W-4, IT2104, etc.)