

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, Deputy Superintendent, District Superintendent and Board of Education.
5. The Supervisor or Support Staff completes the following and sends them digitally via the InformedK12 System (henceforth, the “System”) to the Director/Program Administrator for review and signature:

- a. [Employment Recommendation](#)

*Links to the **Unclassified and Classified Employment Recommendations** can be found on the [Personnel Forms](#) page on the **OCM BOCES** website*

- b. Salary Recommendation (if applicable)

(included with the Employment Recommendation forms)

- 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.

- c. Employment Needs Form (included with the Employment Recommendation forms)

- d. The following need to be uploaded as 1 single PDF attachment to the forms:

- i. Completed and signed Application (either BOCES or OLAS)
 - ii. [References](#)
 - iii. Completed and signed Civil Service Application (if applicable)
 - iv. Transcripts (if applicable)

6. The Director/Program Administrator reviews and approves (signs) the “packet” and the System automatically sends the above to the Assistant Superintendent/Director RIC for review and approval (signs).
7. The Assistant Superintendent/Director RIC reviews and approves the “packet” and the System automatically sends it to the Deputy Superintendent for their review and approval.
8. The Deputy Superintendent reviews the “packet”, approves it and the System sends it the Personnel Analyst in the Personnel Office.

Additional Information:

- 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.
- 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.
- All employees must complete a Background Check and receive clearance before beginning to work.
- The Personnel Office contacts the incoming employee to complete new hire paperwork. (I9, Retirement forms, Oath).
- The Employment Needs form is sent by the Personnel Office to the various departments to fulfill the needs of the incoming employee.
- The Benefits Specialist will reach out to the incoming employee in regards to their Benefits Orientation.