



**TECHNOLOGY SUMMER HELP
HIRING PROCEDURE (CLS-P005)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for filling a vacant technology summer help position.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Classified Employment
- 3.2 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 CHRO: Chief Human Resources Officer
- 4.2 HR: Human Resources

5.0 PROCEDURE:

- 5.1 Technology supervisor has applicant submit application through TalentEd Recruit and Hire to fill vacant position using Future Classified Application. This application will only remain open for a week.
 - 5.1.1 Technology supervisor will notify the Classified Employment Representative of the applicant's name, and the application will be reviewed. Once approved, technology supervisor will submit recommendation for employment.
- 5.2 Classified Employment Representative for Applications & Transfers reviews recommendation. If everything is in order, proceeds to registry checks & fingerprinting for applicants 18 and older. Applicants 18 and older will move to step 5.4.
- 5.3 Applicant is contacted and appointment is arranged for fingerprinting for the background check.
- 5.4 If background results come back with no indications, HR Staff will start on-boarding process.
 - 5.4.1 If background check results come back with indications, proper documentation is provided to the CHRO by the applicant for review and approval.

6.0 RETURNING:

- 6.1 At the end of summer, technology supervisor will notate on the Google doc the last day worked and if the helper will be returning next summer.
 - 6.1.1 If helper is not returning, Classified Representative will term the employee in MUNIS using their last day worked.



**TECHNOLOGY SUMMER HELP
HIRING PROCEDURE (CLS-P005)**
Clarksville-Montgomery County School System

6.1.2 If helper is returning, no further action will be taken until the following summer.

6.1.2.1 If helper decides at a later time to not return, they will need to notify technology supervisor.

6.1.2.2 Must report any arrest or criminal citation to technology supervisor per HUM-M001.

6.2 Following summer - If helper does not return, Classified Representative will use the prior summer's last day worked to term them in MUNIS.

6.3 If helper does return, technology supervisor will email them to notify them of their start date and provide guidance on where to update important changes that might have happened since prior summer (address, name changes, bank changes, W-4 changes etc.).

7.0 ASSOCIATED DOCUMENTS:

7.1 Electronic posting (TalentEd Recruit and Hire)

7.2 Recommendation for Employment (TalentEd Recruit and Hire (external))

7.3 Background Verification Procedure ([HUM-P016](#))

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Recommendation form, Request for Transfer forms, Contact Report and letter	Hard Drive/DocuPhase	Perpetual	Permanent	Back to Server

***** End of Procedure *****