NEW HIRE ONBOARDING PROCEDURE (HUM-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure describes the process for orienting a new employee and documenting pertinent employee information of a payroll, benefits and personnel nature.

2.0 RESPONSIBILITY:

2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

3.1 Director of Educator Quality

3.2 Chief Human Resources Officer (CHRO)

3.3 Director of Classified Employment

4.0 DEFINITIONS:

4.1 Human Resources: HR

4.2 MUNIS: HR and Finance Dept. integrated software program.

4.3 Personnel Action: Audit trail to document employee data.

5.0 PROCEDURE:

5.1 HR staff reconfirms position to be filled is vacant and, if appropriate, the name of the person being replaced.

5.2 HR Staff provides fingerprint instructions to applicant to schedule fingerprint appointment.

   5.2.1 HR Staff will send via email the employment status to the appropriate classified HR associate and/or the contract staffing agency. If the applicant is certified, HR staff advises appropriate HR associate.

   5.2.2 An unsatisfactory background check may result in the employee not being hired, the nature of the conduct in question and the circumstances would be reviewed (ref. HUM-P016).

5.3 HR Staff verifies clearance of DCS records, TN Abuse Registry, and TN Sexual Offender Registry, (Certified and Licensed Substitute staff new hires only will be cleared through the National Association of State Directors of Teacher Education and Certification Clearinghouse).

5.4 HR staff schedules appointment with new hire to complete onboarding.

   5.4.1 HR staff will send electronic onboarding forms to the new employee for completion prior to onboarding appointment.

5.5 HR onboarding staff provides pertinent employee information to one or more of the following personnel: HR staff for fingerprinting purposes, Benefits Coordinator, Payroll staff, Information Systems Department, Professional Development and the Teacher Center.

5.6 New hire meets appropriate HR personnel to complete the onboarding requirements.

    5.6.1 Verify employee identification provided in electronic onboarding documents for employment authorization.

    5.6.2 Temporary, substitute bus drivers, substitute bus aides, and supplement employees would not meet with the Benefits Coordinator.

    5.6.3 I.D. Badge is made for new hires except for temporary employees.

    5.6.4 Employees are issued an employee ID number (at present time temporary employees, bus drivers, and bus aides are still using paper timesheets)

    5.6.5 Employees will meet with HR representatives and attend mandatory training based on requirements for each employee group.

5.7 HR staff completes everify employment authorization.

5.8 HR staff keys new employee information into MUNIS through Personnel Actions.

    5.8.1 Certified employees sign their job description during their onboarding appointment.

    5.8.2 Classified employees job descriptions will be sent to principal/supervisor.

5.9 Personnel file is created in electronic system.

6.0 ASSOCIATED DOCUMENTS:

6.1 Background Investigations Policy (HUM-A004)

6.2 Classified Staff Employee Check List (HUM-F008)

6.3 Certified Employee Check List (CER-F008)

6.4 Creation of Employee Record (HUM-P001)

6.5 Classified Staff Application Procedure (CLS-P001)

6.6 Classified Hiring Procedure (HUM-P002)

6.7 Certified Staff Application

6.8 Background Verification (HUM-P016)

6.9 Classified Onboarding Acknowledgement Statement

6.10   New Employee Correspondence re step increase (CLS-F026)

6.11   Employment Health Certificate ([HUM-F060)](HUM-F060)

6.12   Results of Physical Examination for Pre-School Teachers and Educational Assistants ([HUM-F043a](HUM-F043a))

6.13   Classified Staff Application

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Permanent Employee File with supporting documents	HR Dept.	Indefinitely	Permanent	Secured Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
2/19/03		Initial Release
3/14/03	A	Reverse 5.1 and 5.2, reference HUM-F001 in 5.4, change ten days to ten working days in 5.5, add new forms HUM-F008 and HUM-F009 in 6.0, revise flowchart
5/12/03	B	Delete 4.2, delete reference of TCRS form in 5.4 and 5.4.1, change flowchart to reflect deletion
4/01/05	C	Delete substitute teachers throughout, replace with Kelly Automative Scheduling Systems in 5.3, replace with food service assistants in 5.3.1 & 5.4.2, remove TB skin test from 5.3.2, change name of 6.3, change name & form number of 6.6, add 6.9, update flowchart
6/03/05	D	Add 4.2, new 5.4, renumber, add 6.10, revise flowchart
5/02/07	E	Add 4.3 & 4.4, update to MUNIS implementation, remove obsolete forms, add new forms 6.8, 6.9, 6.10, revise flowchart
1/06/09	F	Remove 4.2 (renumber) and 5.6.2, add 5.3.1, 5.4.3, 6.11, update procedure and flowchart to reflect additions and removals
4/6/10	G	Add "for Pre-K teachers and "Pre-K educational assistants" to 5.4.4 and add 6.12 HUM-F060 (Employment Health Certificate) and 6.13 HUM-F043a (Results of Phys. Exam. for Pre-School teachers and educational assistants) to Associated Documents.
10/11/12	H	Add 5.2 HR staff schedules fingerprint appointment … Move unsatisfactory background check to 5.2.2. Delete requirement for fingerprinting being done within 5 days of in-processing.
6/11/14	I	Associated documents added Mandatory Annual Employee Training; Deleted Summary Guidelines for Reporting Suspected Child Abuse and

		Accommodating DCS; Added Human Resources Director and Director of Educator Quality to Approval Authority
9/24/15	J	Removed HR Director from approval authority. Added HUM-A004 to associated documents.
1/9/17	K	Added 3.3 to approval authority.
3/10/17	L	5.2.1 changed "forwards" to "will send" and "TAPS response" to "employment status".
8/10/18	M	Add 5.3.
1/9/19	N	Replaced "in-processing" with "onboarding" throughout procedure. 3.3, updated job title. 5.2, changed "UPS Store" to "approved fingerprint vendor". 5.4.1 replaced "a copy of the candidate's…" with "HR staff will send…". Added new 5.6.1 and renumbered following bullets. 5.6.5, 5.7, 5.8, and 5.9, new information. Updated associated documents and corrected numbering. Updated flowchart.
1/2/20	O	Under 5.6, removed pre-employment physical requirement within 24 hours for pre-k teachers and ed. assts.
2/14/23	P	The process new employees use to schedule their fingerprinting appointments has changed, with HR providing instructions to new hires for them to complete fingerprinting appointments. Provided more detail about differences between certified and classified employees obtaining and signing their job descriptions.
3/15/24	Q	Updated title to Director of Classified Employment.

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