



## Three Hour-A-Day Custodian/School Assistant Position Hiring Process Work Instructions OPS-W004

These work instructions outline the process and provide guidance for designated CMCSS managers and administrators to hire applicants for three hour-a-day custodian/school assistant positions.

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

### **SPECIFIC WORK INSTRUCTIONS:**

1. The individual contacts the Driver Programs Manager (DPM) or the Custodial-Warehousing Manager (CWM) to have an informal conversation regarding the three hour-a-day custodian or school assistant position.
2. The interested individual completes a CMCSS HUM-F005 Request for Transfer-Classified Staff form for consideration of a position and submits the completed HUM-F005 and other required supporting documents to the DPM or the CWM. The DPM will validate that the applicant’s current bus route does not exceed 5.5 hours per day.
3. An interview with the applicant is scheduled. The interview panel must include the DPM and the CWM. The Principal and/or the Department Head of the department where the individual will be assigned may conduct a separate interview if required.
4. The DPM provides a copy of the employee’s six month Kronos report and their last CMCSS annual performance evaluation. The DPM is responsible for attaching these two items to HUM-F005, along with all supporting documents and the recommendation form (OPS-F020).
5. Recommendation form (OPS-F020) is completed and signed by all required staff. This recommendation form is then submitted to the Chief Operations Officer (COO) for final action.

**\*\*\* End of Work Instructions \*\*\***