

Job Posting Policy and Procedure (amended 11/5/2020)

Haven will follow any job posting policy approved by its Board.

The goal of any job posting policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the school's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions must be posted when an opening occurs.

Haven desires to recruit the most qualified applicants to serve the needs of our community and its families. Each position to be filled shall be advertised, as appropriate, based upon the type of position to be filled and the needs/time-constraints of Haven at that time. The length of time such positions are advertised and the extent to which such advertisements are geographically posted (i.e., locally, regionally, nationally) shall be determined by the HR Coordinator or the Board.

In accordance with Haven's current job posting policy, the following steps will be followed for recruitment of open positions:

- New positions will not be posted or advertised until approved by the Board.
- Recruitment will be made on the basis of the qualifications of the individual without regard of race, sex, national origin, disability, age, or genetic information.
- Applications will be received by the HR Coordinator after a posting period of no less than five (5) business days. (Some positions may require a longer posting period or to be re-posted to ensure an adequate applicant pool.)
- With the exception of positions in ancillary services, bus drivers, and custodial positions, a search committee may be formed that will be comprised of individuals both inside and outside the department who would work either directly or indirectly with the position.
- Internal candidates will be given the same consideration as external candidates and positions will be filled based on the qualifications of the applicant.
- Once references have been checked, employment history confirmed and the hiring decision has been made, the HR Department will determine the salary based on approved salary and placement schedules. **An advanced degree stipend will be given to each qualified instructional personnel in accordance with F.S.1012.22(1)(c)(3).**
- The HR Coordinator will work with the potential candidate on attaining a background check and start date.
- The HR Coordinator will report to the Board regarding the hired position and location in the next Board meeting.