

LEON COUNTY SCHOOLS SUPPLEMENT ONLY - NEW HIRE GUIDELINES

Supplement only staff fill a very important role within our schools. Human Resources will work with the sites to ensure that you are able to **hire** these important supplemental employees in a timely basis but we need your help to do so. The following guidelines were created to help you navigate the process. This process from start to finish will depend on volume of new hire processing in HR, if all documentation has been completed and the work load at DOE. If the individual will not be a paid employee, utilize the mentor/coach process and ensure the volunteer mentor form has been signed.

- **The Collective Bargaining Contract requires payment to supplement only employees at the end of their season or work period however DO NOT hold PAF's until the end of season. They MUST BE CLEARED prior to their season starting so submit all documentation.**
- **If this assignment is a coaching activity, the prospective employee MUST have a teaching certificate or coaching certificate. If the individual is not properly credentialed, they MUST apply with DOE <http://www.fldoe.org/teaching/certification/administrative-rules/6a-4-004.stml>**
- **DO NOT PERMIT someone to work as a paid employee without clearance from Human Resources.**

Processing steps for Athletic Coaching supplements:

1. Sites must advertise all vacant athletic coaching supplements in ATS. Academic supplements are not required to be advertised.
2. The prospective employee must have a completed ATS application and apply for the athletic coaching job posting.
3. The Hiring Manager reviews the applicant list and determines which applicants you will interview, setup your interviews and select your top candidate or top two (2) candidates.
4. Hiring Manager emails your HR Analyst for your site, providing them with the name of the top candidate or two candidates and request a qualification check.

NOTE: If the candidate does not currently possess an athletic coaching certificate issued by the Florida Department of Education and **has not** applied and paid DOE for an athletic coaching certificate, they **cannot** be hired and **must not** be on campus and coaching under any circumstances.

5. You wait on a response from your HR analyst before you make your final selection and move to the next step.

If the successful candidate is a brand-new hire to district:

You will go back into ATS and complete the references on your selected candidate

If the successful candidate is a current LCS employee:

No references are required to be done

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6. Once you've completed references (**brand-new hire to district only**), then you will submit a Request to Hire in ATS.

If the successful candidate is a **current employee**, then no references are required and you may proceed to submitting a Request to Hire in ATS.

A Request to Hire cannot be submitted until your job posting has closed. If a Request to Hire is submitted before the posting closes, it will be returned to you.

7. Once a Request to Hire has been submitted, your HR Analyst will email the candidate (copying the hiring manager on the email) to come to Human Resources for the next steps.

At this time, your responsibility is complete until you receive further communication from either the New Hire section and/or your HR Analyst.

Please do not give anyone a fingerprint form to complete. This process is now handled by Human Resources.

8. Once the candidate has completed all document requirements with Human Resources as well as fingerprinting (**this refers to new hires to the district only**), the hiring manager will receive an email from the New Hire Section with a NameKey and PID number.

You will also receive an email from your HR Analyst requesting a Liquid Office PAF and will verify the official start date at that time. Please do not submit a PAF until requested by your Analyst.

Once the individual has been processed into the system (Skyward), your HR Analyst will send a final email (copying the hiring manager on the email) confirming the official start date and if a new hire to the district, a new employee orientation date as well.

Until you receive this final email mentioned above, please do not send the individual to the district offices to pick up an employee badge.

Processing steps for Academic supplements:

1. Submit Liquid Office PAFs for Academic Supplements to Scott Hansen's work queue

The effective date on the new hire PAF cannot be earlier than five (5) working days from the date the PAF is created. **THIS DOES NOT MEAN THE INDIVIDUAL CAN BEGIN WORK ON THAT DATE.** You must receive clearance from Human Resources BEFORE the individual can begin working.

You will need the NAME KEY of the candidate for the PAF, Pre-Employment Clearance and Reference Review Form(s). The NAME KEY can be located in Skyward or on the checklist emailed to the site.

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NOTE: Not all name keys end in '000'. Using the wrong NAMEKEY could potentially cause the wrong person to be processed and/or compensated and will definitely delay processing.

The PAF must include the beginning date and the end date, the end of the season or activity. **An employee badge will not be released until full clearance by Human Resources and no employee should be employed at our sites without the name badge.**

In the comment field please include the activity and the final month of payment (Example: Department Chair, to be paid in November.).

NOTE: Liquid Office automatically defaults to "approve." The person initiating the PAF must change the action from "APPROVE" to "SUBMITS" and send it to the site administrator. The site administrator approves and submits. **DO NOT submit directly to a staff member in Human Resources.**

1. Human Resources will review all documentation to confirm the candidate meets all certification and/or minimum qualifications for the position and has completed all new employee paperwork, if required.
2. Human Resources reviews DOE Professional Practices Discipline and Staff Termination Databases for instructional personnel.
3. Mr. Hansen reviews the PAF and when approved, submits the PAF to the Supplement work queue. HR will review and send it on to the New Hire Work Queue.
4. Human Resources will notify the site that candidate has met hiring requirements and is cleared to work.
5. Employee can come to Safety & Security to pick up name badge.
6. New hire **MUST** attend New Employee Orientation **within first 30 days of employment**, no exceptions. The site's HR Analyst contact will provide a confirmed start date and new employee orientation date.

REMEMBER: DO NOT allow the employee to begin prior to receiving this clearance as this could cause the district potential liability. If the PAF date needs to be changed due to hiring delay, contact the appropriate HR hiring unit.

WE ARE HERE TO HELP!

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