

## HOONAH CITY SCHOOL DISTRICT

### SOP No. 2

#### HUMAN RELATIONS

1. PURPOSE: To establish uniform procedures for management of employee relations.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Superintendent, Business Manager, all employees.
4. PROCEDURES FOR HIRING:
  - a. The superintendent shall approve position vacancies in accordance with the approved budget. All vacant positions shall be advertised on the HCSD website, posted in Hoonah, Alaska Job Service, Alaska Teacher Placement, etc. Record of all HCSD postings shall be maintained by the HR department.
  - b. Electronic applications are preferred; however, hard-copy applications will be accepted.
  - c. All applicants shall be interviewed with 3 references checked, including one from the most recent employer, before positions are offered. All applicants must pass a background check. The superintendent must approve all hires.
  - d. Only positions authorized by the HCSD approved budget or as authorized by granting agencies may be hired.
  - e. Employees shall receive a contract or personnel action form (PAF), job description, and a work calendar. Employees shall sign their contracts or PAF's.
  - f. Temporary positions (30 days or less) may be hired at the discretion of the superintendent and based on available funds.
  - g. Employees must have all hire paperwork completed before starting work.
5. PROCEDURES FOR PERSONNEL FILES
  - a. A permanent HR file shall be maintained for all employees to include all mandated documents. This file is the only and official record of employment for all employees.
  - b. A separate permanent HR employee health file shall be maintained for all employees.

- c. Copies of all employee payroll related records, including contracts and PAFs, shall be transmitted to the Business Manager.

**6. PROCEDURES FOR VOLUNTARY TERMINATION:**

- a. Employees must submit resignations in writing to their immediate supervisor.
- b. All resignations shall be transmitted to District Office (DO) immediately.

**7. PROCEDURES FOR STAFFING:**

- a. The Business Manager will prepare the Revenue budget for the subsequent year by December 1 annually.
- b. The HCSD DO administration will review the HCSD certificated staffing and classified staffing needs by December 1 annually.
- c. All staffing needs for the subsequent year shall be determined by January 15 annually.
- d. When an employee resigns, that position shall be reviewed for continuation.

**8. PROCEDURES FOR LEAVES:**

- a. Prior approval by supervisors is required for all leave requests; employees calling in sick must get their sick leave approved immediately upon their return to work.
- b. Except in situations the Superintendent considers extenuating, personal or annual leave will not be granted during the first two (2) weeks or the last two (2) weeks of the school year.
- c. Leave requests in conjunction with Thanksgiving, Christmas Break or Spring Break are not encouraged for any employee. An exception may be granted on a limited basis by the superintendent for extenuating circumstances not deemed precedent setting.
- d. Employee leave may be granted provided an employee has sufficient leave balance for requested leave. Leave without pay is not routinely approved.