

## **OPP 4.5 – HIRING PROCEDURES**

**PURPOSE:** To establish uniform hiring policies and procedures that comply with applicable law and general good employment practices. To allow Round Rock Christian Church (RRCC) to efficiently identify and hire applicants whose knowledge, skills, and abilities best meet the requirements of vacant positions.

**POLICY:** The Hiring Process and hiring decisions at RRCC depend on objective, job-related, measurable and consistently applied criteria. The objective of the Hiring Process is to hire the best qualified candidate for a given position.

Hiring Supervisors are accountable for fulfilling their roles and responsibilities as outlined in this Hiring Process and make the ultimate hiring decision.

The Personnel Team provides oversight and direct support to Hiring Supervisors throughout all activities of the Hiring Process.

RRCC posts and fills vacancies in accordance with this Hiring Process. An applicant must meet the minimum qualifications of the position for which they are selected as well as successfully pass any required reference checks, background checks, controlled substance testing, and credentials verification required for that position.

### **EXCEPTIONS TO THIS POLICY**

Activities designated as Ministries by the Guiding Board may be granted exceptions to the hiring procedures and processes outlined in this document. Such exceptions will be documented in the Operational Policy and Procedure (OPP) that designates the activity as a Ministry.

In any case, the Personnel Team has the oversight responsibility for those excepted or modified hiring processes for designated Ministries. Excepted or modified hiring processes should follow the general principles of the procedures and process outlined in this OPP.

The Hiring Procedures in this policy do not apply to the search and call process for positions designated as Ministerial. Search and call procedures for Ministerial positions are separately documented in the Area, Regional and national organization guidelines of the Christian Church (Disciple of Christ) and are additionally documented in the RRCC Bylaws and RRCC OPP 4.7 – Personnel Policy for Ministers .

### **CONFIDENTIALITY**

Members of the Personnel Team, Hiring Supervisors and others involved in the hiring process should not discuss hiring decisions with anyone other than individuals directly involved in the hiring process.

## **EMPLOYMENT AT WILL**

RRCC is an “at will” employer and reserves the right to terminate an employee’s services at any time and for any reason without adhering to any prescribed process. Information in this policy is not to be construed as creating an obligation on the part of RRCC to employ an individual for any length of time.

## **THE HIRING PROCESS**

The Hiring Process consists of the following interrelated phases:

- Preparation
- Posting and Recruitment
- Application Screening
- Interviewing
- Selection.
- Contact of References, Completion of Background Check, Completion of Controlled Substance Testing and Verification of Required Credentials
- Written Offer of Employment

### ***Preparation***

The Personnel Team with the participation of the Hiring Supervisor and relevant team or ministry members, develops the following documentation prior to posting and recruiting for the position:

- Functional Job Description – A written description of the job functions of the open position that summarizes the major tasks and minimum qualifications required for that position.
- Job Posting – A written document intended to communicate the essence of the Functional Job Description and minimum qualifications to a prospective applicant for a position.
- Application Screening – The Personnel Team ensures that screening criteria, including preferred requirements, are job related, measurable, and consistent with the Functional Job Description. The Personnel Team will not release applications to the hiring supervisor until the Personnel Team and the Hiring Supervisor agree upon screening criteria.
- Interview Questions and Responses - The Personnel Team, Hiring Supervisor and relevant team or ministry members develop interview questions and acceptable responses before posting the vacancy.

### ***Posting and Recruitment***

The Personnel Team in consultation with the Hiring Supervisor determines the Posting Means and Recruiting Forums to be used to secure qualified applicants for the position. Applications filled out by prospective candidates are collected, reviewed for necessary and required information, and provided to the Hiring Supervisor and/or the selection panel for the Application Screening phase.

### ***Application Screening***

The Hiring Supervisor is provided with submitted applications for employment. Applications are reviewed for minimum qualifications, preferred qualifications and experience. Application Screening determines which applicants are selected to interview.

All Applications must include a request for permission to perform necessary background and reference checks and be signed by the Applicant before an Application will be considered for an interview.

To eliminate inconsistencies in applying screening criteria, it is recommended that one individual screen all applications. A panel approach may be used for application screening and if so, the panel should jointly review all applications and make a collective determination.

The Hiring Supervisor is accountable for the screening option selected. The Hiring Supervisor will also determine the minimum requirements that constitutes a candidate being selected for interview. All applications meeting the minimum requirements will be offered the opportunity for an interview.

### ***Interviewing***

The Hiring Supervisor or their designated representative must attempt to contact each eligible applicant and schedule an interview. If the hiring supervisor receives no response after multiple attempts to contact an applicant, the hiring supervisor may eliminate that applicant from the interview pool.

Hiring supervisors or their designated representative must inform applicants that any supporting documentation (i.e. transcripts, licenses, etc.) should be provided to them at the time of interview. The hiring supervisor must attach the supporting documents to the employment application.

The Hiring Supervisor with the assistance of the Personnel Team determines the composition of the interview panel. Hiring Supervisors should include members of Teams or Ministry's having a direct interest in the position being filled.

Hiring supervisors and/or the interview panel must use the set of interview questions developed during the Preparation phase when conducting interviews. Follow-up questions to seek clarification from an applicant are acceptable. The interviewer(s) should document all follow-up questions asked and answers provided. If the hiring supervisor uses an interview panel, it is recommended that they limit the number of panelists. The same panelists must be present at all interviews.

For each panel, the Hiring Supervisor should designate one note taker and at least one interviewer. Once established, these roles should be consistent for all interviews conducted for the posted position. Hiring supervisors may conduct telephone interviews.

As soon after the interview as possible, the Hiring Supervisor or panel compare the candidate's responses to the predetermined criteria. The hiring supervisor or panel will rate each answer as strong, moderate or weak.

Based on the applicant's answers to the interview questions, the Hiring Supervisor will consider and identify a candidate for hire.

***Contact of References, Background Check, Controlled Substance Tests and Verification of Required Credentials***

References are required of a prospective candidate for hire. References supplied by the prospective candidates will be contacted by the Hiring Supervisor or a Personnel Team member. Contact with references by telephone or in person will be recorded in writing using a standard form determined by the Personnel Team.

Criminal Background Checks may be required of all prospective candidates for hire. Only when an applicant reaches the stage where they are the candidate for hire is the background check required. Failure to pass background checks results in the candidate being eliminated from further consideration.

Controlled substance testing may be required of prospective employees. The Personnel Team will arrange for testing by a reputable testing laboratory. Contingent upon budget, the Personnel Team may authorize the church to pay for substance use tests for prospective employees.

If required by the position, credentials such as transcripts, licenses or certifications will be verified by the Personnel Team or their designated representative.

***Selection***

The hiring supervisor submits the hiring packet of the candidate for hire to the Senior Minister and Vice Moderator for review, prior to extending an offer of employment. The hiring packet includes:

- Functional Job Description
- Job Posting
- All Applications as potential alternatives
- Record of Interview questions and responses
- Telephone Reference Contacts
- All available results of criminal background checks, controlled substance testing and credentials verification

The Senior Minister and Vice Moderator will review the hiring packet for completeness and adherence to the hiring process. Approval of the packet by the Senior Minister and Vice Moderator results in the candidate being selected for hire.

In exceptional circumstances the Senior Minister and Vice Moderator, after reviewing the hiring packet, may authorize the Personnel Team to notify the Hiring Supervisor that a verbal conditional offer of employment may be made.

## **OFFERS OF EMPLOYMENT**

A Letter of Offer of Employment to the selected candidate is prepared by the Personnel Team and is sent by the Hiring Supervisor to the selected candidate. This letter is only to be sent after approval of the selection by the Senior Minister and Vice Moderator. A Verbal notification to the selected candidate may be made concurrent with sending of the Letter of Offer and Employment.

All Offers of Employment are contingent upon RRCC verifying the following:

- acceptable driving record (if applicable)
- copies of any required official transcripts, licenses, and/or certifications
- successful completion of any required controlled substance tests and background checks

The offer is also contingent upon any required verification of employment eligibility on the first day of employment. (Note: RRCC will not sponsor a foreign national in obtaining an H-1B work authorization document.).

## **PROBATIONARY STATUS**

At the time of hiring, all employees are considered in a Probationary Status for the first 90 days of service with RRCC. During this Probationary period their performance is evaluated to determine whether continued employment in a specific position or with RRCC is appropriate.

Employees who satisfactorily complete the probationary period are notified of the completion of their probationary period.

## **GENERAL ROLES AND RESPONSIBILITIES IN THE HIRING PROCESS**

### ***Personnel Team:***

- Oversee and further define basic hiring processes in accordance with guidance and policy established by this OPP and the Guiding Board.
- Define a standard and/or special Employment Application Form, Offer Letter and any other forms necessary for the hiring process.
- Formulate Functional Job Descriptions, minimum qualifications, and interview questions for open positions in collaboration with the hiring supervisor.
- Propose compensation for open positions and secure approval from the Financial Team and the Guiding Board.
- Develop and oversee recruitment and posting means and venues.
- Assist the hiring supervisor in screening applications and recommending applicants for interview.
- Oversee the interview process, recommend Interview formats, and assist the hiring supervisor in conducting interviews.

- For each open position determine the job scope and conduct necessary reference checks, background checks, and credentials verification for the selected candidates.
- Maintain records of hiring actions in a secure area in the church office.
- Insure that the Hiring Supervisor follows through and that any remaining actions of a conditional offer are satisfied prior to the first day of employment of the selected candidate.

#### ***Hiring Supervisor:***

- Notify the Personnel Team of a position vacancy and other hiring needs.
- Collaborate with the Personnel Team in formulation of Functional Job Descriptions, minimum qualifications, Application Screening Worksheets, and interview questions for open job positions.
- Determine the format and participants in the interview process and secure approval for the interview format and participants from the Personnel Team.
- Conduct interviews of potential candidates.
- Participate or assist in conducting reference checks, background checks and credentials verification at the request of or in agreement with the Personnel Team.
- Make final selection of the most qualified candidate.
- Submit hiring packet of the selected candidate to the Senior Minister and Vice Moderator for approval.
- Make a Conditional Offer of Employment to the selected candidate.
- Ensure that any remaining actions of the conditional offer are satisfied prior to the first day of employment of the selected candidate.

#### **Senior Minister**

- Authorize the Hiring Supervisor or Personnel Team to make an Offer of Employment to the most qualified candidate after validating that the hiring process has been adhered to and that the necessary reference checks, background checks and credentials verification have been successfully completed. This is a joint responsibility with the Vice Moderator.

#### ***Vice Moderator***

- When in agreement with the Senior Minister, authorize the Hiring Supervisor or Personnel Team to make an Offer of Employment to the most qualified candidate after validating that the hiring process has been adhered to and that the necessary reference checks, background checks, controlled substance tests and credentials verification have been successfully completed.
- In exceptional circumstances, the Vice Moderator in agreement with the Senior Minister, may authorize the hiring supervisor to make a Conditional Offer of Employment to the selected candidate. This conditional offer is contingent upon successful completion of any of the prerequisites for employment such as reference checks, background checks, controlled substance tests and credentials verification.

## **OTHER HIRING CONSIDERATIONS**

### ***Consideration of Guiding Board Members as Candidates***

Any Guiding Board member or Personnel Team member who is to be hired for a position within the church must relinquish his/her Board, Committee, Team or Ministry membership prior to commencing employment, except as may be provided in the Church Bylaws and Constitution.

### ***Additional Hiring Procedures Where an Applicant has been the Subject of Allegations of Sexual Misconduct***

The Guiding Board must be notified before extending any offer of employment to an applicant that has been the subject of allegations of sexual misconduct or sexual harassment. Before extending an offer of employment to such candidate, the Guiding Board must unanimously approve the offer of employment in writing. This procedure applies to either full-time or part-time positions, and to individuals whose services will be retained on an independent contractor or temporary contract for services basis.

### ***Health Examination***

The Personnel Team, in consultation with the Senior Pastor and Vice Moderator, may require a pre-employment health examination of prospective employees, for the purpose of determining each person's capability to perform the duties of his or her position.

### ***Employment of Relatives and Contractual Agreements***

Persons who are related may not be employed or engaged under contract by RRCC at the same time. Only the Guiding Board may grant exceptions to this requirement. When approved by the Hiring Supervisor, the Personnel Team, and the Guiding Board, two related persons may share the same position. Relatives are defined as: children, parents, spouse, brothers, sisters, in-laws, grandparents, grandchildren, aunts and uncles.

### ***Purchased Labor/Independent Contractor/Contract for Services/Interns***

Staff supervisors are to furnish the Personnel Team with a proposed copy of all contracts/agreements with individual persons who will be providing temporary or regular services under contract to the church, whether the documents purport to treat the individual as an independent contractor or as an employee.

The Personnel Team, in consultation with the requesting supervisor, will review all contracts/agreements with legal counsel, if necessary, to determine if the person will be classified as an employee or an independent contractor. The Personnel Team is responsible for the purchase of all labor services through temporary employment agencies.

## **DEFINITIONS**

**Hiring Supervisor** – The person that is the supervisor for the position being hired. The Hiring Supervisor is the individual accountable for making the ultimate hiring decision.

Minimum Qualifications - The predetermined minimum education, experience, and license requirements for a given position. Without these qualifications an employee cannot perform the job.

Preferred Qualifications – The predetermined preferred qualifications of education, experience or other requirements for a given position that are not absolutely necessary for the performance of duties.

Structured Interview – A Standard method of interviewing applicants so that all applicants are interviewed and evaluated in a consistent and equitable manner.

Verification of Credentials – verification of all skills and credentials either required or material to a given job position. Normally these are listed as part of the minimum qualifications in the Functional Job Description.

**AUTHORITY:** *Section VI of the Bylaws of Round Rock Christian Church and OPP 4.2. The Personnel Team monitors and administers all employment practices of the Church.*

**EFFECTIVE DATE**

April 1, 2009

**LAST REVISION DATE**

May 20, 2019