# **HIRING, RENEWING, & REHIRING PROCESS**

for

PART-TIME EDUCATIONAL ASSISTANTS (EAs)  
 *(17 Hours or Less per Week)*

# **NEW POSITION**

**STEP 1. POSITION REQUEST**

1. Requesting Manager or Department Chair must discuss their personnel needs with their Division Dean and, if the Dean supports their request(s), the Manager/Supervisor should proceed with the next steps.
2. Complete the *Requesting Department* section on page 1 and page 2 of the **Position Action Request (PAR)** Form.
3. Attach a job description for the position(s) being requested, and

*If a job description doesn’t exist for the position being requested or changes need to be made to a current job description, the Requesting Manager/Supervisor or Dean must work with the Director of Human Resources/Equal Employment Opportunity Officer (DHR/EEOO) and/or the Assistant Director of Human Resources (ADHR) to ensure that the job description is written within the guidelines outlined by the Board.*

1. Forward the PAR(s) and job description(s) via email as attachments to the Division Dean for approval. **IMPORTANT**: To help identify the PARs and expedite their process, please include on the subject line ***“PAR (Transaction) - POSITION NAME.”***  For example, PAR (Renewal) - TUTOR.
2. Once approved, the Division Dean will forward the form and job description to Human Resources to:
   * + Review and approve job description (or working draft)
     + Provide PCN and salary information
3. Human Resources will forward the form to the Dean of Administration & Institutional Effectiveness (A&IE) to:
   * + Verify and approve funding for the request
     + Provide Chartfield 2 (CF2) Codes
     + Provide fringe cost estimate

If funding for the request is approved, the Dean of A&IE will forward the PAR electronically to Human Resources with a copy to the Division Dean.

If funding for the request is denied, the Dean of A&IE will indicate so on the PAR and will return the PAR electronically to the Division Dean with a copy to Human Resources.

1. Human Resources will:
   1. Submit printed PARs and job description(s) to the President for his decision,
   2. Keep the President informed of PARs for which funding is not available, and
   3. Notify Division Deans of President’s decision by emailing scanned copies of the approved or denied PARs.
2. The Division Dean will notify the Requesting Manager/Supervisor of the status of their request(s).

**STEP 2. ESTABLISHING A NEW POSITION IN CORE-CT**

1. Human Resources Director (or HRIS Assistant) submits request to establish a new position in Core-CT and a Position Control Number (PCN) is assigned.
2. Director of Finance approves request in Core-CT.
3. BOR approves request in Core-CT.

In most cases, this process could take from two (2) to seven (7) business days to clear depending on the availability of the authorized approvers or back-ups when the position is established.

**Step 3. SELECTING A QUALIFIED INDIVIDUAL   
Please inform the prospective employee that employment is contingent upon a favorable background check.**

1. The temporary position may be filled in one of two ways:
2. Department Head/Supervisor has identified a qualified candidate for the position; or
3. A search may be conducted to find a qualified candidate. (Please follow the Search Procedures.)

**Step 4. COMPLETING REQUEST/HIRING PAPERWORK FOR NEW HIRE   
(If hiring a current EA to fill a different EA position, follow the Continuing PT EAs Process)**

1. Once a qualified individual has been identified for hire, the following information must be emailed to HR Assistant, July Sanchez ([JSanchezRoman@hcc.commnet.edu](mailto:JSanchezRoman@hcc.commnet.edu)) with copies to Human Resources Director and HRIS Assistant **at least fifteen (15) business days prior to the contract start date**:
2. Name,
3. Contact information (email address and/or telephone number), and
4. Qualifications for which the individual was selected.
5. HR Assistant will send New Hire Packet, order background checks, and meet with the new hire to finalize the paperwork.
6. The Request/Hiring Packet must include:
7. A copy of the completed and approved **Position Action Request (PAR)** Form,
8. Individual’s updated resume, completed BOR employment application, and application supplement,
9. Official college transcripts *(unofficial can be submitted until official transcripts are received),* and
10. Completed Personnel Record, W-4, CT W-4, I-9 Employment Verification, Background Check Authorization, Retirement, and Policies Acknowledgement forms. (Direct deposit and health and/or dental insurance enrollment forms are optional).

**Step 5. PROCESSING REQUEST AND GENERATING CONTRACT**

1. HR Assistant orders the required background checks.
2. Upon receiving the approved PAR form, the HRIS Assistant develops a contract and forwards the contract along with the approved PAR to the Dean of Administration & Institutional Effectiveness for verification and signature.
3. Both request and contract are returned to the HRIS Assistant to update the employee's information on the spreadsheet for Payroll.
4. Once favorable background check results are received, Human Resources notifies the employee via email (and copies the supervisor) that the contract is ready to be signed.

**Unfavorable background checks may be cause for employment offer withdrawal or immediate termination of contract.**

1. The HRIS Assistant adds the employee's information to the spreadsheet made available to Payroll Staff and enters staff designation in Banner.
2. Notification is sent to HR Assistant who enters the employee information into Core-CT.

Contracts must start at the beginning of a pay period and end at the end of a pay period. **The contract is to be fully executed prior to the employee's start date.**

**Step 6. NOTIFICATION OF HIRE**

1. Notification of hew hires (except for tutoring positions) will be sent out by the Assistant Director of Human Resources or the HRIS Assistant to IT, Security, Facilities, Payroll, and Web Services for matters regarding:
   * 411 On-Line Directory & Catalog
   * IT Services, Telephone, & Outlook Directory
   * Office Keys & Parking Sticker
   * Rooms, Signage, Furnishings & Equipment

# **RENEWAL / REHIRING**

**Step 1. COMPLETING REQUEST**

1. To initiate the request process, the Director, Department Chair, or Requesting Manager must:
2. Complete the *Requesting Department* section on page 1 and page 2 of the **Position Action Request (PAR)** Form electronically.
3. Attach the job description for the position (even if it hasn’t changed), and

1. Send PAR and job description via email to your Division Dean **at least ten (10) business days prior to the contract start date for renewals and at least fifteen (15) days for rehires**. Rehires are those with a break in service of more than six (6) months.

**IMPORTANT**: To help identify the PARs and expedite their process, please include on the subject line ***“PAR (Transaction) - POSITION NAME.”***  For example, PAR (Renewal) - TUTOR.

1. Once approved, the Division Dean will forward the form and job description to Human Resources to:
   * + Provide PCN and salary information
2. Human Resources will forward the form to the Dean of Administration & Institutional Effectiveness (A&IE) to:
   * + Verify and approve funding for the request
     + Provide fringe cost estimate
     + Provide Chartfield 2 (CF2) Codes

If funding for the request is approved, the Dean of A&IE will forward the PAR electronically to Human Resources with a copy to the Division Dean.

If funding for the request is denied, the Dean of A&IE will indicate so on the PAR and will return the PAR electronically to the Division Dean with a copy to Human Resources.

1. Human Resources will submit printed PARs and job description(s) to the President for his decision and will keep the President informed of PARs for which funding is not available.

Human Resources will notify Division Deans of the President’s decision by emailing scanned copies of the approved or denied PARs.

1. The Division Dean will notify the Requesting Manager/Supervisor of the status of their request.

**Step 2. PROCESSING REQUEST AND GENERATING CONTRACT**

1. Upon receiving the approved PAR form,
   * HRIS Assistant develops a contract and forwards the contract along with the approved PAR to the Dean of Administration & Institutional Effectiveness for verification and signature.
   * For rehires, HR Assistant reviews employee’s documents for necessary updated information and re-verifications.
2. Both request and contract are returned to the HRIS Assistant to update the employee's information on the spreadsheet for payroll.
3. HRIS Assistant or HR Administrative Assistant notifies the employee via email (and copies the supervisor) that the contract is ready to be signed.
4. Benefits & Payroll Associate contacts new hire to schedule an orientation.

# **GENERAL INFORMATION**

Contracts

Supervisor/Dean must monitor expiration of current contracts and must follow the proper procedures in a timely manner if choosing to continue employment with the current PT EA or hiring a new individual. **Contracts are to be fully executed prior to the employee's start date.**

Time Cards

PT Educational Assistants must submit purple time cards every pay period (every other Thursday) indicating the number of hours worked. The hours listed on the time card must not exceed the number of hours on the contract.

Termination

If a decision is made to terminate a current PT EA’s contract, the supervisor must notify the Director of Human Resources immediately.

Resignation

To resign in “good standing,” a PT EA must give HR two (2) weeks written notice of their intention to resign from their position.