

Recruitment

The board delegates recruiting authority to the executive director. In carrying out this responsibility, the executive director may involve program directors and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board. Provisional employment may be offered to persons pending a criminal history records check and board approval. If authorized by the Executive Director. Continued employment will be dependent on the results of these procedures.

Hiring sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate;
- Background check initiated, if required
- Drug Screen
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the Chief Financial Officer or designated representative; and
- Approval of the contract or other documents by the board.