

**University Laboratory School:
A Hawai'i Public Charter School**

Hiring Policy & Procedures

(LSB Approved 5/26/11)

(Updated 9/19/13)

This section describes the University Laboratory School: A Hawai'i Public Charter School (ULS) hiring policy and procedures. The intent of this section is to serve as the policy for handling ULS hires and documenting the School's hiring procedures.

It is expected that the ULS will exercise prudent practices and will adhere to all applicable State of Hawaii laws as well as any special conditions that may be required by federal guidelines for federal funded vacancies. It is further expected that ULS will hire the best available administrators, teachers and staff from the pool of interested applicants. All vacant positions must be opened to the public, unless a specific individual has a legal or contractual right to the position.

There will be no favoritism, discrimination, or nepotism shown to any candidate applying for employment at ULS.

A. Advertisement

1. Upon notice of a job vacancy, ULS, through its Principal or appointed official must minimally advertise employment vacancies in the following forms:
 - a. ULS Website (www.universitylaboratoryschool.org)
 - b. Bulletin Board in School Office
 - c. Hawaii State Public Charter School Commission Website (<http://www.chartercommision.hawaii.gov/>)
2. If deemed necessary, the Principal or appointed official may choose to use other vehicles to advertise employment vacancies.
3. All advertisements shall contain, at a minimum, employment title, employment responsibilities, minimum qualifications, application information and a deadline for application.
4. The deadline for application to a vacancy shall be no earlier than seven (7) calendar days following the date the vacancy advertisement has been posted to the ULS Website.

B. Application

1. An application for employment to a vacancy at ULS shall contain, at a minimum, a letter of interest stating applicant's name, address, area(s) of certification, and how the applicant meets the required qualifications; a resume or curriculum vitae; transcripts of course work completed (**transcript copies acceptable, however, official transcripts are required at time of hire**); and three (3) professional references. The Principal may require additional information, if necessary, from all applicants to certain positions.
2. Upon receipt of an application, the Principal or appointed official will communicate to each applicant informing them that their application was received and if selected for an interview, an ULS representative will contact them.

C. Selection Committee

1. Upon advertising an employment vacancy, the Principal shall form a selection committee to review applications received, interview qualified candidates, and recommend a qualified candidate(s) to the Principal.
2. The selection committee shall consist of at least three (3) people appointed by the Principal. The Principal may be included as one of the three members of a selection committee.
3. The chairperson or representative of the department for which the hire is being made, where applicable, shall be one of the members of the selection committee.
4. If any member of the selection committee should be related by blood or marriage to any applicant, they shall remove themselves from the selection committee. A replacement selection committee member will be appointed by the Principal.

D. Screening of Applicants

1. Members of the selection committee shall review each application of candidates to determine which applicants meet the minimum qualifications for the employment vacancy.
2. After reviewing the applications of candidates who meet the minimum requirements, the selection committee shall choose the most qualified applicants to interview for the employment vacancy.

E. Interview

1. All applicants selected to be interviewed shall be notified by a member of the selection committee or an appointed person to arrange a time for the interview.
2. When arranging the interview, the candidate shall be notified of the following information.
 - a. Date, time and specific location of the interview.
 - b. Address and directions to the school.
 - c. Approximate length of the interview.
 - d. Any supplemental documentation requested by the selection committee, if any.
3. If possible, all candidate interviews shall be scheduled and completed within a period of one week.
4. A standard evaluation form will be used to document each member's evaluation of each candidate.
5. The selection committee shall prepare interview questions that:
 - a. Are structured and consistent.
 - b. Job-related
 - c. For teachers, seek the teaching style in the classroom and skills in the classroom.
6. If needed, a second interview may be requested of any candidate for additional information, or if a decision cannot be made following the first interview.
7. Upon completion of the interviews the committee will meet to discuss the ratings of each candidate. The selection committee shall recommend the candidate receiving the highest rating of all interviewed candidates to the ULS Principal.

F. Selection

1. If necessary, the ULS Principal may schedule another interview of the candidate recommended by the selection committee.
2. If the Principal determines that the recommended candidate does not meet acceptable standards for the employment vacancy, the Principal shall ask the selection committee for the candidate with the next highest rating. If no other candidates remain, the employment vacancy shall be re-advertised.

3. Prior to making an offer, the Principal or appointed official shall perform reference checks on the recommended candidate by contacting no less than two of the three professional references provided by the applicant.
4. Upon completion of the reference check, the Principal or appointed official shall notify the selected candidate via an offer letter. The offer letter should include the following:
 - a. Position being offered specifying duties and responsibilities
 - b. Starting date
 - c. Starting salary
 - d. Term of contract
 - e. Date the offer must be accepted by
 - f. Paperwork required prior to the start date
 - g. Hire is contingent on background check
 - h. Union affiliation, if applicable
5. If the candidate accepts the position, the Principal or appointed official shall send the candidate a packet listing all required documentation to be completed prior to the first working day. These documents may include, but are not limited to:
 - a. Official Copies of Transcripts, if not already submitted.
 - b. Documentation of Completed Tuberculosis Testing
 - c. Employee Information Sheet
 - d. State of Hawaii Employee's Withholding Allowance and Status Certificate (HW-4)
 - e. Federal Employee's Withholding Allowance Certificate (W-4)
 - f. Employment Eligibility Verification (Form I-9)
 - g. State of Hawaii Contributory/Hybrid Plan Designation of Beneficiary (Form 1-A)
 - h. Health Insurance Enrollment Form (EC-1)
 - i. EC&B1 Employees' Retirement System – State of Hawaii
 - j. Authorization for Direct Deposit Entry Form
 - k. Employment Suitability (background) Check
 - l. FBI Fingerprinting Information Sheet
 - m. Conflict of Interest Form

At the time of acceptance, the selected candidate must be informed that their actual appointment is contingent upon a criminal history record check performed by the Hawai'i Criminal Justice Data Center (HCJDC) in accordance with 78-2.7 and 846-2.7, Hawai'i Revised Statutes.

6. If the offered candidate does not accept the position or if information from the HCJDC reveals that the candidate is deemed “inappropriate” for ULS employment, the Principal may either 1) have the selection committee recommend the next highest rated candidate for the employment vacancy, or 2) re-advertise the position and repeat the hiring procedure.
7. If the offered candidate accepts and receives the appropriate clearance, the Principal or appointed official shall inform the remaining interviewed applicants of their non-selection.

G. Employment of Relatives

1. References

Section 84-13, Hawai'i Revised Statutes, relating to fair treatment.
Section 84-14, Hawai'i Revised Statutes, relating to Conflicts of Interest.

2. Definitions

As used in this policy, “relative” includes husband-wife, parent-child, sibling, and any other familial relationship, including domestic partners.

3 Applicability/Responsibility

This policy applies to all employees of the University Laboratory School, including relatives of the members of the Governing Board (GB) subject to Chapter 76, Hawaii Revised Statutes.

4. Guidelines

a. Recruitment and Selection

The ULS recruitment and selection procedures are designed to select the most qualified candidate for the position and to afford all applicants fair, objective, and equitable treatment. The employment of a relative of an ULS employee or GB member shall be determined by the same principles applicable to the employment of any other employee of the ULS. A relative of an ULS employee or GB member shall be judged on his or her own merits and shall not be evaluated (favorably or unfavorably) based on the relationship to an ULS employee or GB member.

ULS employees shall not participate in searches or appointment decisions if a relative is a candidate for the position. If, during the course of filling a position, an employee becomes aware that a relative is an applicant for the position, the employee shall immediately disclose the relationship to the selection committee or authority and disqualify himself/herself from further participation in the selection process. An ULS employee or GB member shall not participate in the processes of review and decision-making or any matter concerning the appointment, evaluation, promotion, salary, retention, investigation, discipline, termination, or other action affecting the employment of a relative.

b. Disclosure

All employees are required to disclose the names and relationships of all known relatives or any familial relationship with any applicant for a position in the same employing unit as the employee.

All employees are required to disclose the names and relationships of all known relatives or any familial relationship with any employee in the same employing unit at the time of any change in employment status, such as transfers, movement from one unit to another, and of any change in personal status or personal relationships such as marriage and adoption.

Subject disclosure shall be made as soon as the employee is made aware of such relationship.

Such disclosure shall be made on the "Disclosure on the Appointment of Relatives" form provided herein as an Attachment to this procedure.

c. Supervisory Relationships

In the event there is a supervisory relationship between relatives:

- 1) There shall be guarantees that the familial relationship will not inhibit the free and open conduct of business of the other members of the unit.
- 2) The relative in the supervisory position must disqualify himself/herself from all deliberations and actions affecting economic benefits of the relative and other actions where appropriate involving the relative in the nonsupervisory position; and
- 3) Evaluation of performance and professional competence shall be carried out objectively and fairly through committees; and

4) At no time shall the relative in the supervisory position unduly influence:

(i) the outcome of any deliberations which result in additional remuneration or benefit to the relative or

(ii) investigations or decisions related to disciplinary actions, misconduct, work assignments, etc.

5. Procedure

The appointing authority shall ensure that the employment of relatives in the same unit is timely disclosed through completion of the "Disclosure on the Appointment of Relatives" form.

The completed form shall be filed in the respective personnel files of the related employees.

