



**NEW HIRE IN-PROCESSING
PROCEDURE (HUM-P003)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the process for orienting a new employee and documenting pertinent employee information of a payroll, benefits and personnel nature.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1. Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

4.0 DEFINITIONS:

- 4.1 Human Resources: HR
- 4.2 MUNIS: HR and Finance Dept. integrated software program.
- 4.3 Personnel Action: Audit trail to document employee data.

5.0 PROCEDURE:

- 5.1 HR staff reconfirms position to be filled is vacant and, if appropriate, the name of the person being replaced.
- 5.2 HR staff schedules appointment with new hire to complete in-processing.
 - 5.2.1 A copy of the candidate's (new hire) social security card (for payroll) and ID to prove identity and employment eligibility to be in compliance with the I-9 form is mandatory to complete in-processing.
- 5.3 HR in-processing staff provides pertinent employee information to one or more of the following personnel: HR staff for fingerprinted purposes, Benefits Coordinator, Payroll staff, Information Systems Department, and the Teacher Center.
 - 5.3.1 Mandatory custodial training is arranged through the General Foreman of Custodial Operations.
- 5.4 New hire meets appropriate HR personnel to complete the in-processing requirements.
 - 5.4.1 Temporary, substitute bus drivers, substitute bus aides and supplement employees would not meet with the Benefits Coordinator.
 - 5.4.2 I.D. Badge is made for new hires except for temporary employees.

NEW HIRE IN-PROCESSING
PROCEDURE (HUM-P003)
Clarksville-Montgomery County School System

- 5.4.3 Classified employees are issued an employee number (MUNIS number) for time clock purposes (at present time temporary employees, bus drivers and bus aides are still using paper timesheets)
- 5.4.4 Scheduling of pre-employment physical appointment for Pre-K teachers and Pre-K educational assistants is required to be done within 24-hours of being in-processed.
- 5.4.5 Fingerprinting (background check) is required to be done within 5-days of being in-processed.
- 5.4.6 Time, date, place of mandatory safety training is issued to new employee.
- 5.4.7 An unsatisfactory background check may result in employee termination; the nature of the conduct in question and the circumstances would be reviewed (ref. [HUM-P016](#)).
- 5.5 A copy of job description is given to new employee during in-processing.
 - 5.5.1 The HR staff sends the job description for classified position to the principal/supervisor.
 - 5.5.2 Supervisor and employee signs copy of job description and returns copy to HR within ten working days for personnel file.
- 5.6 HR staff keys new employee information into MUNIS through Personnel Actions.
- 5.7 Personnel file is created and filed in appropriate locations.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Classified Staff Employee Check List ([HUM-F008](#))
- 6.2 Certified Employee Check List ([CER-F008](#))
- 6.3 Creation of Employee Record ([HUM-P001](#))
- 6.4 Classified Staff Application Procedure ([CLS-P001](#))
- 6.5 Hiring Procedure ([HUM-P002](#))
- 6.6 Certified Staff Application ([CER-F004](#))
- 6.7 Background Verification ([HUM-P016](#))
- 6.8 In-Processing Acknowledge Statement ([CLS-F025](#))
- 6.9 Mandatory New Employee Training ([RSK-F011](#))
- 6.10 New Employee Correspondence re step increase ([CLS-F026](#))



NEW HIRE IN-PROCESSING
PROCEDURE (HUM-P003)
Clarksville-Montgomery County School System

- 6.11 Summary Guidelines for Reporting Suspected Child Abuse and Accommodating DCS.
- 6.12 Employment Health Certificate ([HUM-F060](#))
- 6.13 Results of Physical Examination for Pre-School Teachers and Educational Assistants ([HUM-F043a](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Permanent Employee File with supporting documents	HR Dept.	Indefinitely	Permanent	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/19/03		Initial Release
3/14/03	A	Reverse 5.1 and 5.2, reference HUM-F001 in 5.4, change ten days to ten working days in 5.5, add new forms HUM-F008 and HUM-F009 in 6.0, revise flowchart
5/12/03	B	Delete 4.2, delete reference of TCRS form in 5.4 and 5.4.1, change flowchart to reflect deletion
4/01/05	C	Delete substitute teachers throughout, replace with Kelly Automative Scheduling Systems in 5.3, replace with food service assistants in 5.3.1 & 5.4.2, remove TB skin test from 5.3.2, change name of 6.3, change name & form number of 6.6, add 6.9, update flowchart
6/03/05	D	Add 4.2, new 5.4, renumber, add 6.10, revise flowchart
5/02/07	E	Add 4.3 & 4.4, update to MUNIS implementation, remove obsolete forms, add new forms 6.8, 6.9, 6.10, revise flowchart
1/06/09	F	Remove 4.2 (renumber) and 5.6.2, add 5.3.1, 5.4.3, 6.11, update procedure and flowchart to reflect additions and removals
4/6/10	G	Add "for Pre-K teachers and "Pre-K educational assistants" to 5.4.4 and add 6.12 HUM-F060 (Employment Health Certificate) and 6.13 HUM-F043a (Results of Phys. Exam. for Pre-School teachers and educational assistants) to Associated Documents.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****