



Hiring Staff Policy and Procedures EHS/HS/GSRP Funded Positions

POLICY: Before an individual is hired, NMCAA conducts an interview, verifies references, conducts fingerprint background checks, receives confirmation of “eligible” fingerprint results, confirms a pre-employment medical clearance/TB screener, obtain approval from Policy Council and Licensing (Teachers Only). The ISD will also approve Teachers with GSRP funding.

PROCEDURE TO HIRE A NEW STAFF MEMBER:

- Discuss the position with your supervisor.
- Refer to the Weebly website for specific job descriptions.
- Create a job posting on Newton.
- Contact Program Support if a newspaper ad is wanted; if an Employment Opportunity Staff Email is desired.
- Inform parents of a vacant position via newsletter, Help Wanted posting, or referring to www.nmcaa.net, etc.
- Policy Council representation (EHS/HS) is encouraged when interviewing. Program Support will set up the Policy Council Representative upon the supervisor’s request.
- Discuss the interview process and review the 25 Off-limits Interview Questions with team members (Refer to Supervisor’s Manual).
- Remind team members of the professionalism and confidentiality that is expected at NMCAA throughout this process.

HIRING ASSISTANCE FROM PROGRAM SUPPORT:

- Program Support will set up the interview schedule with interviewees after the supervisor chooses the potential candidates. There will be 10-15 minutes between each interview.
- Program Support will advise candidates of the time, date, location, expected length of the interview, and approximate size of the interview team.
- Program Support will ask each candidate to arrive 10-15 minutes early to complete the written interview question.
- Program Support will send interview packets to the potential candidates upon the supervisor’s request. A general packet includes the Mission, Vision and Program Philosophy, Application for Employment, NMCAA Head Start/GSRP Guidance Policy, Right to Work information, E-Verify, Agency Postcard, and job description.
- Program Support will conduct telephone reference checks after the interviews and when the final candidate has been selected; reference checks will be noted on the Agency Application.
- Program Support will send “thanks for your time and effort” letters to candidates not chosen if asked to do so by the Site Supervisor.
- When contacted by the chosen applicant, or when asked to do by the Site Supervisor, Program Support will send the Medical Clearance Request form and the **Consent and Disclosure forms** to the candidate and, upon their return, register the applicant and contact them to arrange a time and place for fingerprinting.
- **When the results of the Child Care Background Check are available, Program Support will notify the Site Supervisor as soon as possible. Program Support will print the letter stating eligibility and send that plus the Consent and Disclosure forms to the classroom for inclusion in the licensing file. Program Support will inform the Site Supervisor if the candidate is declared Not Eligible.**
- If Program Support receives the Medical Clearance Request/TB screener before the supervisor, they will scan and email it to the supervisor.

CONDUCTING INTERVIEWS:

- Ensure that the same procedure is followed for each candidate.
- Maintain absolute confidentiality of the selection process and do not discuss with anyone outside the interview process/selection team.

- Provide candidates with a copy of the job description, Mission-Vision-Philosophy Statement, written question, and other pertinent materials.
- Collect any paperwork from the candidate.
- Escort the candidate into the room, direct them where to sit, offer a glass of water, provide the interview questions, and introduce the team.
- Put the candidate at ease by explaining the interview process (the team will take turns asking questions, we will take notes). Maintain some eye contact while taking notes.
- Read the Mission-Vision-Philosophy Statement to the team and candidate.
- It's now time to ask the first question.
- Let the candidate "do the talking." It is important to listen and concentrate on what they are saying. The candidate should carry 80-85% of the total conversation. The team members' input should be limited to asking questions, probing deeper, and keeping the candidate on track. The team should clear up points on the resume and ask follow-up questions that encourage the candidate to talk.
- Allow silence after asking a question so that you don't interrupt the candidate's thinking process. Encourage candidates with *"take your time, we want you to be specific."*
- Inform the candidate of the timeline for selecting a finalist and filling the position.
- Keep to the time schedule.
- Once the interview(s) are complete, discuss the strengths and possible challenges regarding each candidate. In most situations, it is appropriate to ask the Policy Council Representative their thoughts first.

OFFERING THE POSITION AND COMPLETING THE BACKGROUND CHECKS:

- Prior to offering the position, approval from Licensing is required for teachers. Approval from the ISD is required for teachers and may also be needed for assistants.
- When offering a position, let the candidate know this is pending upon reference checks, Child Care Background Check eligibility, medical clearance/TB screenings, Policy Council approval, and Licensing/ISD approval for teachers. Please see the Screening Policy for detailed information regarding background checks.
- Completed references are noted on the Agency Application with a minimum of 2 completed work/professional reference checks and 1 personal reference check provided to the supervisor.
- Site Supervisors will provide the candidate with the Program Support phone number so the candidate can call to discuss arrangements for fingerprinting and medical clearance/TB screener forms.

SUPERVISORS NEED THE FOLLOWING FOR COMPLETING EMPLOYMENT PAPERS REQUEST:

- Agency Application with reference checks verified on the back, a cover letter and/or a resume if applicable.(Newton?)
- Current Job Description.
- Credentials must be sent to the Licensing Consultant (HS/GSRP Teachers Only) and the ISD (GSRP Teachers Only) for approval.
- Completed medical clearance not more than 6 months before the start of employment. Also have documentation that the candidate is free from communicable tuberculosis, verified within 1 year before employment.

COMPLETING EMPLOYMENT PAPERWORK:

- HR Manager completes Employment Paperwork with full time employees.
- Ask candidate to bring copy of Driver's License/State ID, copy of current Auto Insurance, Voided check or letter from bank, I-9 required documents (SS card or passport or birth certificate) and Blood Borne Pathogens certificate.
- Complete Employment Paperwork from HR Manager or Supervisor.
- Complete the Annual Pre-service Orientation and Training checklist with the supervisor.
- Complete a sign in sheet and provide a certificate to document the training. Education staff will record this on the MI Early Childhood Care and Education Professional Development Record.
- Explain that the Health, Safety, and Child Development Training must be completed before working with children. This training is completed on miregistry. The Learning Record will be printed and added to

the Center File Checklist. A Training Event Log or sign-in sheet will be completed and sent to Program Support.

- Explain First Aid and CPR requirements.
- Hepatitis B immunization series is optional. NMCAA will pay the cost of the immunization series. Refer to Hepatitis B Procedure in the Procedure Manual on Weebly or in the hiring packet. The Hepatitis B form is part of the employment papers packet.

ADDITIONAL SUPERVISOR ITEMS:

- Fill out and email the Personnel Information form to Program Support to ensure Policy Council (EHS/HS Only) approval of the selected candidate. This includes staff that have transferred to a new classroom or site.
- Distribute the Annual Pre-service Orientation and Training Checklist forms as indicated to the classroom (for the employee file), DMT, and HR Manager.
- Update staffing charts on the P-drive.
- When transferring a current employee to a different classroom, that employee will be put on a training period, even if their job title is the same.
- Policy Council members may be hired as substitutes. They may work up to 40 hours in a one month period (See Policy Council By-laws).

References: Licensing R400.8125 (4, 5, 6, 7, 8, & 9) HSPPS 1302.47 (3,4,5) 1302.90 (b) GSRP ISD Administration

Distribution: Place in Supervisor Manual, weebly

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Screening Policy

Policy: Prior to hire, NMCAA will conduct an interview to verify references and obtain the Child Care Background Check. Comprehensive background checks are required for: applicants/licenseses, licensee designees, and program directors, all child care staff, including self-employed and contractual, and unsupervised volunteers. (NMCAA's volunteers are never left unsupervised with children).

Procedure: Background Checks and Selection - Staff, Consultants (ISD, and others), Contractors (such as mental health consultants and others) and Volunteers

All staff, consultants, contractors and volunteers will be screened following the Head Start Program Performance Standards, Great Start Readiness Program Requirements and the Licensing Rules for Child Care Center requirements.

1. Supervisors conduct interviews and complete reference checks. Applicants provide 2 work references and 1 personal reference on the agency application. An interview may not be required for consultants and contractors.
2. Supervisors will inform the applicant that employment is contingent upon successful completion of a comprehensive background check.
3. The Child Care Background Check (CCBC) includes:
 - A check of the licensing database for previous disciplinary action
 - FBI fingerprint check (checks all state and federal crimes)
 - Michigan child abuse and neglect registry
 - National Sex Offender Registry
 - Criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years
 - If the applicant lived out of the country in the past five years: equivalent checks must be provided, if available. If they cannot be provided, the person must sign a self-certifying statement that he/she is eligible to be the licensee or work in the child care center.
4. The Administrative Assistant will make arrangements for the CCBC.
 - The "consent and disclosure form" and Part Five questions must be completed and signed in order for the applicant to go through the CCBC process.
 - CCBC address: <https://miltcpartnership.org/childcareproviderportal/applications/start>
5. The miltcpartnership.org will notify the individual if he or she is ineligible to work at a child care center and provide information on how to appeal that determination.
6. An applicant will provide documentation that he or she is free from communicable tuberculosis (TB), verified within the last 12 months.
7. A pre-employment medical clearance is required for employees.
8. A list of what makes a person ineligible and for how long may be found at:
 - https://www.michigan.gov/documents/dhs/BCAL-Pub-37-issue100_461761_7.pdf
9. The supervisor must NOT make an offer of employment for hiring staff or accept volunteers if:
 - an applicant is not of responsible character and suitable to meet the needs of children
 - the miltcpartnership has determined the applicant to be ineligible to work in a child care center

Policy: HS 1302.90(b) (1) (i)

Background checks and selection procedures.

Policy: Licensing R 400.8107 Rule 107 (1) (a)

Rule 107 (1) A center license applicant shall meet all of the qualifications;

(a) Be of good moral character as defined in 1974 PA 381, MCL 338.41 to 338.47

Procedure: Requesting a Child Care Background Check

Site Supervisors, and supervisors of employees other than classroom personnel who nonetheless need the CCBC, will provide the chosen applicant with the Administrative Specialist's contact information.

Upon being contacted by an NMCAA early childhood applicant, the Administrative Specialist will send the Child Care Background Check Consent and Disclosure forms to the chosen applicant; when these are completed and returned, the Administrative Specialist will register the applicant on <https://miltcpartnership.org/childcareproviderportal/applications/start> and then contact the applicant to set up an appointment for fingerprinting.

For all classroom personnel designated in this document, once the applicant is found Eligible, the Administrative Specialist will CONNECT personnel to the classrooms they visit at the website above.

When the results of the Child Care Background Check are received for:

(1) CLASSROOM STAFF, the Administrative Specialist will print the letter stating "Eligible", and then email the Consent and Disclosure forms and letter to the classroom for the Employee Center File. This shall include only the first four pages of the Consent and Disclosure forms; the last two pages of Personally Identifiable Information will not be sent to classrooms. Emails will be encrypted. The classroom will print this for the Employee Center File. The Administrative Specialist will then notify the requesting supervisor of the results; upload the entire Child Care Background Check and letter to Paycor (under the employees name) and also upload the Consent and Disclosure forms (not Part 5) and letter to ChildPlus (under State Documentation) for the center to which the staff member is connected.

(2) MANAGEMENT EARLY CHILDHOOD STAFF, such as the ERSEA Manager, the Head Start Education Manager, the Head Start Site Manager, the Early Childhood Development Director, the Child Care Collaborative Manager, the Early Head Start Manager, and Early Head Start personnel, the entire set of CCBC forms and letter stating Eligible will be uploaded to Paycor.

(3) ISD ITINERANT PERSONNEL, Completed CCBC's will be obtained from the ISDs and the Administrative Specialist will email the Consent and Disclosure forms and letter (not Part 5) stating "Eligible" to the classroom using encrypted email. This will be printed in the classroom for the licensing file. The Administrative Specialist will upload the documents (not Part 5) to ChildPlus for the center that the itinerant worker visits. The Administrative Specialist will keep the entire Child Care Background Check (including Part 5) packet in a locked file but available to be sent to any additional classrooms to which the itinerant worker may be assigned.

(4) SPECIFIC NON-EARLY CHILDHOOD NMCAA EMPLOYEES (such as the Agency Comptroller, the Operations Director, and the Executive Director), the Administrative Specialist will keep the CCBC forms and the letter stating Eligible in a locked file. The Administrative Specialist will notify the requesting supervisor of the results, and upload the entire Child Care Background Check and letter to Paycor (under the employee's name).

Resignation or Termination of employee or itinerant worker, or reassignment of an itinerant worker:

When notified of a resignation or termination, the Administrative Assistant will Disconnect that person from the classroom(s) they are associated with on the miltcpartnership.org site. Itinerant workers, who may have changes in their workload sites, will be disconnected from sites they no longer visit and then, if applicable, be connected to newly assigned sites.

Distribution: Original: To Be Posted

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Reference: R 400.8125, HSPPS 1302.90, 1302.93, 1302.94

Reference: HS 1302.90 (b) (i) Licensing: R 400.8107 Rule 107 (1) (a)



EMPLOYMENT PAPERS REQUEST

(To be completed by the Supervisor)
Reference Hiring Staff Procedure

Name: _____ This new hire will replace: _____
Program: _____ Center: _____
Position: _____ Classification: _____
Teacher: _____ Supervisor/Manager: _____
Start Date: _____ Hours per week: _____ Weeks per year: _____

Supervisor/Manager is responsible for ATTACHING the following before Employment Papers are granted:

- Application _____
- References checked _____
- Resume' if available _____
- Current job description _____
- Credentials (attach official transcripts) Degree Attained: _____

Supervisor advises new hire to bring with them:

- Copy of current Driver's License/State ID _____
- Copy of current Auto Insurance _____
- Voided check or letter from bank _____
- I-9 required documents (SS card or passport or birth certificate.) _____

ICHAT, SOR, DHHS Clearance Approval (all staff other than child development):

(Date)

Supervisor hiring checklist (Child Development only):

- Pre-Employment Physical _____ and TB test _____ (completed before employment paperwork date) _____
(Date) (Date)

- Child Care Background Check Complete and Eligible Results Received _____
(Date Results Received)

- The applicant is applying for and meets the following requirements:
 Early Head Start Head Start Great Start Readiness Program Licensing and Regulatory Affairs

- Teachers Only: Candidate pre-approval from the following:
 Licensing and Regulatory affairs ISD

- The applicant requires a compliance plan for the following: (attach compliance plan(s))
 Employee Compliance Plan Agreement GSRP Compliance Plan LARA Requirements

- Blood Borne Pathogen (completed before working with children) _____
- Schedule CPR and First Aid _____
- Miregistry Course 1 and 2 (completed before working with children) _____
- Sudden Infant Death & Shaken Baby Syndrome Training (completed before working with children) _____
- Complete Personnel Hiring form for Policy Council _____
- Update Staffing Chart _____

Papers to be:

- Placed in Supervisor's mailbox. _____
- Mailed to Supervisor. _____
- HR Manager to meet with this new hire. _____



Employee Center File Checklist

Employee: _____ Position: _____ Hire Date _____

Policy: Staff will complete Employee Center File Checklist at Start-Up and review/update as needed. Ensure that files are in the following order. **Completed form must be kept in front of each employee's center file.**

In File	Not Applicable	Items in File
		Updated Michigan's Early Childhood Care and Education Professional Development Record <ul style="list-style-type: none"> ▪ HS/GSRP Teachers and Assistants must complete 24 clock hours of training per calendar year. ▪ All other staff must complete 16 clock hours of training per calendar year. ▪ Documentation must be attached.
		Credentials (e.g. degree, transcript, CDA, certificates, etc) <ul style="list-style-type: none"> <input type="checkbox"/> High School Diploma <input type="checkbox"/> CDA Exp. On _____ <input type="checkbox"/> Associates Degree in _____ <input type="checkbox"/> Bachelors Degree in _____ <input type="checkbox"/> Teaching Certificate with ZS Endorsement Exp. On _____ <input type="checkbox"/> Masters Degree in _____ <input type="checkbox"/> Compliance Plan Completion Date _____
		Copy of Application for Employment
		Fingerprinting Consent and Disclosure Form
		Fingerprinting Results stating "Eligible" Exp. On _____
		Current Agency Pre-Service Orientation Training Checklist
		Staff and Volunteer Mandated Reporting Policy
		NMCAA Confidentiality Statement
		Current NMCAA Personnel Information
		Code of Conduct
		Current Blood Borne Pathogen Training Exp. On _____
		Current CPR (valid per date on card) Exp. On _____
		Current First Aid (valid per date on card) Exp. On _____
		Pre-Employment TB Date: _____ Current TB Exp. On _____
		Pre-Employment Physical Date: _____ Current Physical Exp. On _____
		Additional Bus Driver Credentials: <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Employment & Current Driver's License Exp. On _____ <input type="checkbox"/> Annual Driving Record <input type="checkbox"/> Certificate of Continuing Ed. Exp. On _____ <input type="checkbox"/> Medical Examiner Certificate Exp. On _____ <input type="checkbox"/> Vehicle Operator Certification
		Current Agency Evaluation
		Professional Development Plan
		Work Plan and/or Disciplinary Documentation

Date/Initial Reviewed by Supervisor/Teacher/Classroom Staff: _____

Distribution: Original on Site, Copy to Site Supervisor

Reference: R400.8125 HS 1302.90 GSRP ISD Administration



Central Office Personnel File Checklist

Employee: _____ Position: _____ Hire Date: _____

Supervisors / Managers complete annually for assigned staff.

In File	Not Applicable	Items in File
Employee Information Tab:		
		Job Description
		Personnel/Personal Information Data Sheet
Application/Resume Tab:		
		Original Application (showing references checked)
		Resume & Cover Letter (if available)
Credentials Tab:		
		Current Credentials (e.g. degree, transcript, CDA, certificates, etc) Exp. On _____
		Background Check/Fingerprinting Form
		Additional Bus Driver Credentials:
		<input type="checkbox"/> Current Drivers License Exp. On _____
		<input type="checkbox"/> Annual Driving Record
		<input type="checkbox"/> Certificate of Continuing Ed. Exp. On _____
		<input type="checkbox"/> Medical Examiner Certificate Exp. On _____
		<input type="checkbox"/> Vehicle Operator Certification
Letter of Employment/Current Status Tab:		
		Letter of Employment
Career Development Tab:		
		Current Agency Pre-Service Orientation and Checklist
		Current NMCAA Code of Conduct
		Staff and Volunteer Mandated Reporting Policy
		Confidentiality Policy
Physical/TB Tab:		
		Pre-Employment Medical Clearance Date: _____ Pre-Employment TB Date: _____
		Current Medical Clearance Exp. On _____ Current TB Exp. On _____
Current Evaluation Tab:		
		Current Agency Evaluation with Goals
Other Tab:		
		Current CPR Exp. On _____
		Current First Aid Exp. On _____
		Current Blood Borne Pathogen Training Exp. On _____
		Hepatitis B Vaccination Form
		Current Drivers License
		Proof of Auto Insurance

Supervisor: _____ Date Completed: _____

Original: Supervisor

Reference: Licensing R400.8125 HS 1302.90 GSRP ISD Administration