

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**DESMOND K. BLACKBURN, Ph.D.
CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

Signatures on File

February 18, 2015

TO: Principals
Department Directors

FROM: Amanda Bailey
Chief Human Resources Officer

VIA: Dr. Desmond K. Blackburn
Chief School Performance and Accountability Officer

**SUBJECT: REVISED HIRING PROCESS FOR SCHOOL AND DISTRICT NON-
INSTRUCTIONAL SUPPORT POSITIONS**

As part of ensuring our efforts to continuously attract and retain highly qualified employees, I am excited to share changes to the hiring processes for recommending support staff for non-instructional position(s) at your location.

Over the course of several months, HR representatives from Benefits & Employment Services, Compensation & HRIS, Employee & Labor Relations, and Talent Acquisition & Operations have collaborated to revise these procedures to better serve you. The revised processes specifically address the hiring cycle time required to efficiently hire and successfully conduct the onboarding process for qualified non-instructional individuals at your locations. These actions include employees who are newly hired, rehired, transferred, promoted, demoted, reassigned, returned to work from a leave of absence, or received an additional work assignment.

The new processes went into effect on Monday, February 9, 2015, and have been redesigned as outlined below:

1. All non-instructional support vacancies, including district non-instructional support vacancies, must be entered using the Declaration of Vacancy/Onboarding database by your location representative.
2. Vacancies declared by Friday afternoon at 12 p.m. will be advertised the following Monday, if applicable.
3. Once the advertisement deadlines, the hiring supervisor completes the selection process.
4. The location representative completes the candidate recommendation in the Declaration of Vacancy/Onboarding database.
5. Supporting documents (i.e. transcripts, references, etc.) for the recommended candidate must be submitted within 24 hours to the Non-Instructional Appointment CAB conference. These documents are critical to prevent hiring delays.
6. Talent Acquisition & Operations will review all documents to verify eligibility, and provide a tentative employment start date and board appointment date for the approved non-instructional support staff member.

Revised Hiring Process for School & District Non-Instructional Support Positions

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7. The location representative monitors the Declaration of Vacancy/Onboarding database for status updates, appointment information, and approval date.
 - **An employment start date can only be provided after the Talent Acquisition & Operations Department has approved the employment action for the non-instructional candidate(s).**
8. The candidate will either be scheduled for an appointment, or the location will create and submit the iForm in SAP once approved.

Blackboard training sessions were conducted on Tuesday, January 13, 2015, and Tuesday, February 3, 2015, to ensure that location representatives were aware of the procedures as outlined above. The link to the training sessions, an overview of the procedures on how to access and navigate the Declaration of Vacancy/Onboarding database, and a process flowchart to help representatives at your location to accurately follow these new procedures can be accessed via the Non-Instructional website – select Documents & Links (Location Use Only).

For questions related to the hiring process for non-instructional support positions, please contact a Talent Acquisition & Operations (Non-Instructional) representative:

Employee Group	Representative	Phone
Clerical/Secretarial	Tameka Bell	754-321-2440
Educational Support Professionals (ESP) Child Care Monitors	Lorraine Byrd	754-321-2432
Maintenance & Security	Sylvia Williams	754-321-1821
Administrator Positions	Aidee Andino Mario Mallet	754-321-1832 754-321-1824
Administrator Applications & Administrator Vacancies	Cynthia Drayton	754-321-1813
Board Request & Processing Discipline Request	Scharria Labou	754-321-1822

Thank you for your support as we strive to attain our goal of Inspiring a New Wave of Educators & Employees!

DKB/AB/STR:tk

c: Superintendent's Cabinet
Directors, School Performance & Accountability
Directors, Division of Human Resources
Collaborative Team Members

NON-INSTRUCTIONAL EMPLOYMENT ACTIONS & ONBOARDING DATABASE
New/Rehire/Temp to Regular or Temporary Position

RESPONSIBLE DEPARTMENT	ONBOARDING DATABASE STATUS	ACTIONS/COMMENTS
Location		<ul style="list-style-type: none"> Enters vacancy in the Declaration of Vacancy/On-boarding database
Budget		<ul style="list-style-type: none"> Review position and mark the approved field
Non-instructional	Layoff/Transfers Reviewed <ul style="list-style-type: none"> Offered to Layoff Filled with Layoff Hardship Transfer <p>*Not required for temp positions</p>	<ul style="list-style-type: none"> Review layoff list, if exists. Recall employees, if needed Review transfer requests (hardship – email principal/admin to interview candidate; clerical must interview prior to ad posting) Review ad, complete required fields, and prepare for posting, if applicable
Non-instructional	Position Reviewed: <ul style="list-style-type: none"> Advertised or Non-advertised 	<ul style="list-style-type: none"> Position is reviewed to determine if it should be advertised. If yes, status changed to Advertised If position is for temporary, no ad is needed Status is changed to Non-Advertised
Candidate		<ul style="list-style-type: none"> Submit resume directly to location with supporting documents
Location		<ul style="list-style-type: none"> Review resumes and complete selection process Recommend Candidate for Hire - Enter candidate's name, email, and contact info into the Declaration of Vacancy/On-boarding database and submit required documents to the "NIS Appointment PPG CAB conference" within 24 hours of recommending candidate Including Location Agreement form (Coming Soon)
Employment Center (EC)	Processing	<ul style="list-style-type: none"> Review candidate recommendations for hire Access NIS Appointment CAB conference to review submitted documents
Employment Center (EC)	If needed: Pending Documents	<ul style="list-style-type: none"> Verify appropriate documents have been received and update status in Declaration of Vacancy/On-boarding database If documents are needed, EC list specific documents in Declaration of Vacancy/On-boarding database for location review and changes status to Pending Documents If position does not require any qualification verification (i.e. child care workers), EC will schedule appointment
Employment Center	Submitted for Staffing Review	<ul style="list-style-type: none"> If all required documents are received, the Declaration of Vacancy/On-boarding database

NON-INSTRUCTIONAL EMPLOYMENT ACTIONS & ONBOARDING DATABASE
New/Rehire/Temp to Regular or Temporary Position

		status is updated to reflect Submitted for Staffing Review
Non-instructional (NIS)	Submitted for Staffing Review	<ul style="list-style-type: none"> NIS team reviews recommended candidate and required documents to verify credentials and eligibility requirements
Non-instructional	If needed: Unable to Process see notes	<ul style="list-style-type: none"> If additional documents are needed, location is notified and status is changed
Non-instructional	Ready for Appointment	<ul style="list-style-type: none"> If candidate is qualified and eligible for the position, the status is updated for EC to schedule appointment
Employment Center	Appointment Made	<ul style="list-style-type: none"> EC schedules appointment and emails candidate and school Attach the form listing items needed and Employment Packet
Location/Candidate		<ul style="list-style-type: none"> Reviews appointment form and complete documentation needed
Candidate		<ul style="list-style-type: none"> Reports to KCW – Employment Center on the specified date and time to complete employment papers, select benefits, and fingerprint, if needed
Employment Center	If needed: Pending Documents – SS/Transcripts	<ul style="list-style-type: none"> Employment Center verifies employment packet. If documents missing i.e. SS Card or did not present official transcript, Declaration of Vacancy/On-boarding database status is updated Notes for location indicate items required
Employment Center	Employment docs submitted to NIS	<ul style="list-style-type: none"> If employment packet is complete, Declaration of Vacancy/On-boarding database status changes and Employment docs are submitted to NIS
Location		<ul style="list-style-type: none"> After authorization and approval date are entered in database by Security office and TAO, location enters start date Candidate is notified that they can begin
Non-instructional	Submitted to HRIS	<ul style="list-style-type: none"> NIS pulls a list of candidates with start date, completes employment processing form and prepares packet to be sent to HRIS. List of candidates attached to packet
HRIS		<ul style="list-style-type: none"> Stamp and logs paperwork in database to acknowledge receipt

NON-INSTRUCTIONAL EMPLOYMENT ACTIONS & ONBOARDING DATABASE

New/Rehire/Temp to Regular or Temporary Position

HRIS	HRIS – Review HRIS – Unable to Process	<ul style="list-style-type: none"> • Check for all necessary documents attached for processing (direct deposit, W4, I-9 etc.) • Check all position attributes (position title, date, personnel area, vacant, employee group etc.)
HRIS	HRIS – Processed in SAP	<ul style="list-style-type: none"> • Enters candidate into SAP; New Hire requires 20 infotype screens, Temp to Regular requires 10 info type screens to be processed • If new employee, a personnel number is generated • Updates OBD to indicate candidate processed in SAP • Submit paperwork to Personnel Records for filing
SAP	HRIS – Processed in SAP	<ul style="list-style-type: none"> • Candidate & location (HRAP) receives an auto generated email from “workflow administrator” that indicates the employee personnel number
Location/Candidate		<ul style="list-style-type: none"> • An email is sent to the HRAP workflow box and the candidate’s email. The email contains the personnel number • Location can request CAB access and any other systems needed

NON-INSTRUCTIONAL EMPLOYMENT ACTIONS & ONBOARDING DATABASE
Reassignment, Transfer, Demotion or Return from Leave

RESPONSIBLE DEPARTMENT	ONBOARDING DATABASE STATUS	ACTIONS/COMMENTS
Location		<ul style="list-style-type: none"> Enters vacancy in the Declaration of Vacancy/On-boarding database
Budget		<ul style="list-style-type: none"> Review position and mark the approved field If temp promotion (facilities positions), overstaff the position
Non-instructional	Layoff/Transfers Reviewed <ul style="list-style-type: none"> Offered to Layoff Filled with Layoff Hardship Transfer 	<ul style="list-style-type: none"> Review layoff list, if exists. Recall employees, if needed Review transfer requests (hardship – email principal/admin to interview candidate; clerical must interview prior to ad posting) Review ad, complete required fields, and prepare for posting, if applicable
Non-instructional	Position Reviewed: <ul style="list-style-type: none"> Advertised or Non-advertised 	<ul style="list-style-type: none"> Position is reviewed to determine if it should be advertised. If yes, status changed to Advertised If position is for temporary, promotion, demotion, or returning from leave (same school/position) within, no ad is needed. Status is changed to Non-Advertised
Candidate		<ul style="list-style-type: none"> Submit resume directly to location with supporting documents
Location		<ul style="list-style-type: none"> Review resumes and complete selection process Recommend Candidate for Hire - Enter candidate's name, email, and contact info into the Declaration of Vacancy/On-boarding database and submit required documents to the "NIS Appointment PPG CAB conference" within 24 hours of recommending candidate Including Location Agreement form (Coming Soon)
Non-instructional	Employee & Labor Relation review (Only for reassignment of Facilities Servicepersons)	Facilities Servicepersons <ul style="list-style-type: none"> If a temporary promotion (asst head to head fac), name is submitted to ELR to prepare MOU
Employee & Labor Relations (ELR)	Create iForm (Only for reassignment of Facilities Servicepersons)	Facilities Servicepersons ONLY <ul style="list-style-type: none"> ELR access a list and reviews recommendations for temporary promotions Prepares MOU for FOPE's signature Scans approved MOU to location When complete, update OBD status to create iForm
Location		Facilities Servicepersons ONLY <ul style="list-style-type: none"> MOU is signed by candidate and principal. Location creates iForm and attaches MOU to form

NON-INSTRUCTIONAL EMPLOYMENT ACTIONS & ONBOARDING DATABASE

Reassignment, Transfer, Demotion or Return from Leave

Employment Center (EC)	Processing	<ul style="list-style-type: none"> Review candidate recommendations for hire Access NIS Appointment CAB conference to review submitted documents, if applicable
Employment Center	If needed: Pending Documents	<ul style="list-style-type: none"> Verify appropriate documents have been received and update status in Declaration of Vacancy/On-boarding database If documents are needed, EC list specific documents in Declaration of Vacancy/On-boarding database for location review and changes status to Pending Documents
Employment Center	Submitted for Staffing Review	<ul style="list-style-type: none"> If required qualified documents received, updates status for NIS review
Non-instructional	Submitted for Staffing Review	<ul style="list-style-type: none"> NIS team reviews recommended candidate and required documents to verify credentials and eligibility requirements
Non-instructional	If needed: Unable to Process see notes	<ul style="list-style-type: none"> If additional documents are needed, location is notified and status is changed
Non-instructional	Compensation Reviews	<ul style="list-style-type: none"> If candidate is qualified and eligible for the position, the status is updated for Compensation review
Compensation	Create iForm	<ul style="list-style-type: none"> Salary is determined and Declaration of Vacancy/On-boarding database fields are updated and status changed
Location		<ul style="list-style-type: none"> Access the Declaration of Vacancy/On-boarding database to print approval form. Create iForm and attaches approval form to iForm
HRIS	HRIS _Review HRIS _HOLD If: Incorrect start date(before ad deadline date), position error, Required documents not attached (education, qualifications, etc.). HRIS – Processed in SAP	<ul style="list-style-type: none"> Runs IFORM list according to personnel area Verify approval screen is attached Review employee status in SAP Checks position if applicable (vacant, attributes) Check salary and other information as needed Processes IFORM Verifies information in SAP after IFORM is processed Updates OBD to indicate action completed in SAP
SAP	HRIS – Processed in SAP	<ul style="list-style-type: none"> Candidate & location (HRAP) receives an auto generated email from “workflow administrator” which indicates the employee personnel number and action completed
Location		<ul style="list-style-type: none"> Request CAB access and any other systems needed