

EMERGENCY HIRING POLICY

Policy Number: AD0811	Effective Date: 12/30/2008	Policy Council Approval Date: 12/30/2008
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PERFORMANCE OBJECTIVE: OHS – PC – E – 004. This policy describes the guidelines for approving applicants when an emergency hiring situation occurs before the next regularly scheduled Policy Council meeting. The nature of an emergency hiring situation will be determined by the Head Start/Early Head Start Director and Area Supervisors.

OPERATIONAL PROCEDURE:

1. The Head Start/Early Head Start Director, in consultation with the Area Supervisors, will determine whether the hiring of an individual meets the accepted criteria of an emergency hire.
2. The considerations for emergency hiring will include:
 - a. Timing and availability of specific training needed by the new hire,
 - b. Identifiable classroom circumstances that require immediate action,
 - c. The date of the next scheduled Policy Council Meeting.
3. Any position that requires emergency hiring for Grades 1-3 will be filled as soon as possible and presented for approval at the next scheduled Policy Council. (The person hired must have completed all necessary background and reference checks as required by the Human Resources Department.)
4. If an emergency hiring situation is determined for a position Grade 4 or above, the Executive Committee of the Policy Council will meet to make a hiring decision. The decision of the Executive Committee will be presented at the next scheduled Policy Council Meeting.
5. This policy will not be used to circumvent the normal process of Policy Council approval of hiring decisions. The Policy Council always has the final say regarding hiring of new Head Start/Early Head Start staff.