
SUBSTITUTE APPLICATION AND HIRING PROCESS (FSD-P001)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Food Services Department when advertising for substitute Food Services employees, receiving their applications, hiring substitutes and orientation requirements.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director, Food Service Secretary

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

Approval Signature on File

Signature Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools

5.0 PROCEDURE:

- 5.1 The Food Services Department will determine the need to advertise for Food Service Substitute positions as the need arises. This advertisement is generally conducted through the local newspaper, but may take on other forms of advertisement.
 - 5.1.1 Note: Generally, all new Food Service Employees start out as substitutes and then are considered for permanent employment, if interested.
- 5.2 Interested candidates are reported to go to the Food Services Department and complete an "Application for Employment" PER-F018
- 5.3 These applications are reviewed by Food Services to determine if the individual is qualified to work as a substitute. Qualifications, at the discretion of the Food Service Director include:
 - 5.3.1 Acceptable written and verbal skills;
 - 5.3.2 Acceptable appearance and hygiene;
 - 5.3.3 Acceptable references.
- 5.4 If an individual is selected to be a substitute, the Food Services Department will contact the applicant to schedule a time for them to complete the necessary paperwork which includes:
 - 5.4.1 Employment Requirements Form
 - 5.4.2 Two (2) proofs of identification;
 - 5.4.3 Withholding Tax Form (Form W-4);
 - 5.4.4 Connecticut State Tax Form (Form CT-W4);

SUBSTITUTE APPLICATION AND HIRING PROCESS (FSD-P001)

Milford Public School District

- 5.4.5 Employment Eligibility Verification (Form I-9); and
- 5.4.6 Drug/Alcohol-Free Workplace Acknowledgement Form (Board Policy 4118.231).
- 5.4.7 Electronic Mail Policy and Internet/Internet Acceptable use Policy
- 5.4.8 Employee Privacy Notice
- 5.4.8 Sexual Harassment Information
- 5.5 Food Services will generate a "New Employee Requirements Checklist" (Form FSD-F001) to track the required documentation, testing and orientation. This checklist is maintained in a follow-up file until all requirements are successfully completed, then filed in the personnel file.
- 5.6 At the time of completing the above paperwork, the new substitute is given additional information concerning pay schedules, school calendar, and a slip of paper to direct them to the Personnel Office to pick up a card for Fingerprinting Testing, as well as information concerning Tuberculosis Testing.
 - 5.6.1 The necessary information is entered into Food Service's employee file in Works and a Payroll Change Form is sent to Payroll.
 - 5.6.2 The substitute is required to go to the Milford Police Department to have their fingerprints taken. Upon completion, the substitute is to bring the completed fingerprint card back to the Personnel Department with the proper payment.
 - 5.6.3 Upon receipt of the fingerprint test results, the Personnel Department will forward the results to the Food Services Department. Necessary actions are taken if the results are unsatisfactory.
 - 5.6.4 The substitute employee is given options on how to obtain Tuberculosis testing. This test can be taken during a monthly testing cycle at the Milford Health Department or through the substitute's family doctor. In either case, the results are sent back to the Personnel Department who forwards the results to the Food Services Department.
- 5.7 All newly hired substitutes are required to go through a two-day orientation training session. This training starts out at the Jonathan Law High School for the first day where the substitute is oriented to all positions they may be required to perform in the future. The second day is held at John F. Kennedy Elementary School for the same purposes. A "Food Service Employee Evaluation" (Form FSD-F002) is completed by the trainer(s) and is maintained as proof of acceptable orientation.
 - 5.7.1 The new substitute completing successful orientation is then added to the Qualified Substitute Listing and the evaluation form is filed in their personnel file.
 - 5.7.2 In the event the new substitute does not successfully pass the orientation, comments are made on the evaluation form as to reason, and the substitute is notified of their status. They are not added to the qualified substitute list.
- 5.8 The New Employee Requirements Checklist (Form FSD-F001) is completed and maintained by the Food Services Department to ensure completeness and accuracy of

SUBSTITUTE APPLICATION AND HIRING PROCESS (FSD-P001)

Milford Public School District

the personnel file, which is maintained by Food Services. Once the substitute is added to the qualified list and the file is complete, the documents are filed and maintained in the event the substitute applies for a permanent position.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application for Employment - PER F018
- 6.1 New Hire Checklist FSD-F004
- 6.2 Federal Withholding Tax Form W-4
- 6.3 Connecticut State Withholding Tax Form CT-W4
- 6.4 Federal Employment Eligibility Verification I-9
- 6.5 MPS Board Policy-Drug/Alcohol-Free Workplace Acknowledgment Form
Administrative Policy # 4118.231 PER-F019
- 6.7 MPS Board Administrative Policy on Electronic Mail Policy and
Internet/Intranet Acceptable Use Policy Acknowledgement Form - PER-F020
Employee Privacy Notice BEN-F001
- 6.8 MPS Board Administrative Policy on Sexual Harassment PER-F021
- 6.9 Substitute Information – New Hire FSD-F005
Substitute Pay Schedule
School Calendar
Note to Personnel Department FSD-F006
Food Service New Employee Requirements Checklist FSD-F001
Food Service Employee Evaluation FSD-F002
Payroll Change Form FSD-F003

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Non-hire applications for employment	Hard copy in Food Services Department in alphabetical order	Minimum of 3 years from the date of application	Discard as desired.	Locked Office
Employee Personnel File with application and other pertinent information	Hard copy in Food Services Department in alphabetical order	Minimum of 55 years from the date of application	Discard as desired.	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
08/25/2003	Draft A	Initial Release

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