
SUBSTITUTE TEACHER APPLICATION AND HIRING PROCESS
(PER-P001)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure defines the process for hiring and maintaining substitutes in Milford Public School District.

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

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Signature Authorized Signature on File Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
4.2 GPA: Grade Point Average
4.3 PAN: Personnel Action Notice
4.4 HRIS: Human Resource Information System

5.0 PROCEDURE:

- 5.1 Any individual wishing to work as a substitute teacher for Milford Public Schools is encouraged to either send a resume with a letter of intent, or contact the Human Resources Department and request an application (PER-F018) for employment.
- 5.2 Upon receipt of the resume, letter of intent, and/or completed application (PER-F018), the Human Resources Department enters the information into the application tracking database (6.15) in Microsoft Excel. This file is updated as any changes take place.
- 5.3 The Human Resources Department will review substitute resumes, letters of intent, and/or applications on a regular basis.
- 5.3.1 If there is interest in an applicant, then the Human Resources Department will first ensure that the applicant meets the minimum qualifications. The minimum qualifications include:
- 5.3.1.1 Bachelors Degree and/or Senior status in college (minimum of 90 credits completed) with a completed waiver from the State of Connecticut, ED-174;
- 5.3.1.2 A transcript that indicates a minimum of 2.5 GPA.
- 5.4 The Human Resources Specialist will schedule and conduct interviews with those individuals who have the minimum qualifications to be a substitute and are the most qualified to be substitutes.
- 5.5 Prior to the interview, if the applicant has not completed a formal application, it is completed at this time. In addition, if MPS is interested, the applicant is required to

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provide three (3) addressed envelopes to be sent to three references. Note: The substitute may begin work with MPS prior to the completion of the reference checks (6.14). However, these must be received and be acceptable within ninety (90) days.

- 5.6 If the Human Resources Specialist has accepted the applicant to be a substitute after the interview, then they are notified as to the date of substitute orientation training. This training takes approximately two (2) hours and includes information in the Substitute Teacher Handbook, tax forms, internet policy agreement, drug and alcohol agreement, sexual harassment policy, fingerprinting and tuberculosis testing instructions, employment verification (Form I-9) and the Sub Finder Profile Sheet (6.3), as well as any other required documentation. A sign-in sheet is utilized to provide evidence of attendance at new substitute orientation.
 - 5.6.1 In addition, the newly hired substitute must successfully pass the fingerprint and tuberculosis testing within thirty (30) days of employment.
- 5.7 The newly hired substitute is also given instructions on how to access the sub-finder (6.16) database if they have interest to fill an open position on any given day. In the event there are still open positions not filled, then the Human Resources Department will contact available substitutes in an attempt to fill all positions required.
- 5.8 During the substitute teacher orientation, a current principal within MPS will give a presentation concerning the expectations of substitute teachers within Milford Public Schools, as stated in the Substitute Teacher Handbook.
- 5.9 Prior to, or once the orientation is complete, the Human Resources Department will enter the employee's information into the ACCESS HRIS database (6.17) to create the employee record and initiate a Personnel Action Notice (PAN).
- 5.10 This PAN is then forwarded to the Director of Human Resources to be approved. Once approved, the approved PAN is copied, and sent to the Payroll Department where it is stamped as received, for appropriate action. The original is filed in the Human Resources Department.
- 5.11 The Receptionist enters appropriate payroll data into the AS-400 database. In addition, a check-off sheet is maintained with the new substitute's personnel folder to track all required information to ensure accuracy and completeness prior to filing.
- 5.12 The substitute employment records are filed and maintained according to the record retention table below.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Substitute Teacher Handbook
- 6.2 Application for Employment – PER-F018
- 6.3 Subfinder Profile Data Sheet –PER-F052
- 6.4 Application for Substitute Teacher Authorization (no Bachelors Degree); ED-174

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- 6.5 Federal Tax Form
- 6.6 State Tax Form
- 6.7 Employment Verification Form –IRS Form # I-9
- 6.8 Alcohol, Drug and Tobacco Milford Public School Policy #4118.231 (PER-F019)
- 6.9 Internet Policy Agreement Milford Public School Policy #4118.4(a) (PER-F020)
- 6.9 Sexual Harassment Milford Public School Policy #4118.112(a) (PER-F021)
- 6.10 Fingerprint Instructions (Word doc.)
- 6.11 Tuberculosis Instructions (Word doc.)
- 6.12 Personnel Action Notice (PAN)
- 6.13 Fingerprint Cards (Blue & Green)
- 6.14 Reference Request (Word doc.)
- 6.15 Application Tracking System (Excel)
- 6.16 Subfinder Database (Computer program)
- 6.17 ACCESS HRIS Database
- 6.18 Transcript

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Non-hired Substitute Applications for Employment	Hard Copy in the Human Resources Department by school year	Minimum 1 year active and 3 years in archive	Shred	Locked Office
Hired Substitute Applications for Employment	Hard Copy in the Human Resources Department	For duration of employment in employee file	Shred	Locked Office
Substitute Orientation Sign-In Sheets	Hard Copy in the Human Resources Department	Copy to each employee file.	Discard as desired	Locked Office

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Milford Public School Policy # 4118.231 – Alcohol, Drug & Tobacco (PER-F019)	Human Resources Department	99 years	Discard as desired	Locked Office
Milford Public School Policy # 4118.4(a) Internet Policy Agreement (PER-F020)	Human Resources Department	99 years	Discard as desired	Locked Office
Milford Public School Policy # 4118.112(a) Sexual Harassment Policy (PER-F021)	Human Resources Department	99 years	Discard as desired	Locked Office
State Fingerprint Report	Human Resources Dept	99 years	Shred	Locked Office
Personnel Action Notice (PAN)	Human Resources Department	99 years	Shred	Locked Office
Transcripts	Human Resources Department	99 years	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev #</u>	<u>Description of Revision:</u>
08/25/2003	Revision A	Draft
09/26/2003	Revision B	Add to # 4.0, Add #6.7 through #6.12 and Add 6 items to # 7.0
10/01/2004	Revision C	Change Approval Authority; add/change wording within 4.0, 5.0, 6.0 and 7.0

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