**NEW HIRE PROCESS - FACULTY, STAFF AND ADMINISTRATION**

**Including Long-Term Substitutes (leave replacements)**

*Not for Facilities Department, daily subs or outside coach hires*

1. Create Job Description

* **Hiring Supervisor** reviews/updates existing job description or creates description for new position
* Description includes official position title, exempt or non-exempt classification, contract length and type
* Description is drafted in standard Academy format
* **Hiring Supervisor** submits job description and intended salary to **Chief Financial Officer [CFO]** and **Academy** **President** for approval

1. Launch Search

* **Hiring Supervisor** sends job description to **Manager of Web Communications** and to **Director of Administration and Planning**
  + **Manager of Web Communications** posts opening on the SSA web site
  + **Director of Administration and Planning** announces the opening to current faculty and staff via email
  + If job is to be posted with additional employment web sites or services, **Hiring Supervisor** coordinates such postings with the **Director of Administration and Planning**

1. Hire Candidate

* **Hiring Supervisor** submits intended offer to **CFO**, including the following information:
* Official position title
* Expected office location
* Salary Offer
* Relocation terms[[1]](#footnote-1) and/or housing offer[[2]](#footnote-2), if applicable
* Additional duties and any other contract terms
* **Hiring Supervisor** makes offer to chosen candidate via phone or email, upon approval by **CFO** and according to agreed-upon terms
* **Hiring Supervisor** informs **CFO** of accepted offer
* **Manager of Compensation and Benefits** drafts and sends the appropriate contract/employment letter to the candidate upon instruction from **CFO**

1. Begin Onboarding Process

* **Hiring Supervisor** provides the following information on the new hire to **Director of Administration and Planning**:
  + Official position title
  + Start date
  + Full name (and nickname/preferred name if known)
  + Current address
  + Personal email address
  + Relocation/housing information
  + Copy of Resume
  + Sabbatical eligibility
  + **Director of Administration and Planning** initiates new employee setup:
  + Education Edge record is created and employee is assigned an ID number
  + New hire information is entered into Paylocity and Onboarding Event is launched
  + Employee name, title and identification number is provided to the **Deans Office** (for ID card)and **Metz Culinary Management** (for meal payment system).
  + **Hiring Supervisor** contacts employee after Paylocity launch to:
  + Confirm receipt of Paylocity “Welcome” email and login credentials.
  + Remind employee of the necessity to complete all clearances prior to beginning employment[[3]](#footnote-3)
  + Request photo, bio and fun fact

1. Finalize New Hire

* **Manager of Compensation and Benefits** confirms when contract has been returnedand all Paylocity tasks, including clearances and Act 168 information requests completed
* **Hiring Supervisor** contacts the following individuals/departments to address details of new hire needs:
* **Communications:** update S-Book, order business cards, name tag, and name plate as needed
* **Director of Administration and Planning:** ensure job posting is removed from all services, update sabbatical list, provide photo, bio and fun fact for Opening Days
* **Facilities:** keys and key fobs, office arrangement if needed
* **Housing Committee:** (if applicable) housing assignment, move date
* **Mail Services:** mailbox location
* **President’s Office:** schedule meeting of new employee with the Academy President, if they’ve not already met.
* **Technology:** SSA network login and email address, phone/voice mail number, request equipment (laptop, mobile phone, etc., as appropriate), arrange access to database, teacher pages, shared mailboxes, etc.
* **Technology** updates EE record with assigned contact information and (where applicable) updates wallet card with mobile phone number
* **Director of Administration and Planning** ensures EE record is updated with information from Paylocity Onboarding Event
* **Director of Administration and Planning** announces new hire to faculty and staff via email.

1. In situations where a new employee relocates from a distance of greater than 50 miles in order to accept a position with the Academy, the Academy will reimburse moving expenses up to $1000.00. When an offer of relocation reimbursement is made, the candidate must be informed that all expenses are to be paid by the candidate and receipts are to be submitted for reimbursement according to Business Office procedures (as outline in the Employee Handbook) once the new hire has been established in the payroll system. The Hiring Supervisor must also inform the candidate that any reimbursements provided for moving expenses will be due back to the Academy if the recipient should separate from the Academy prior to two full years of service. [↑](#footnote-ref-1)
2. The Housing Committee must approve housing prior to any such offer being made to any candidate. [↑](#footnote-ref-2)
3. In accordance with Pennsylvania law, a new employee may not start work, or visit campus once they’ve accepted their offer, until they have all clearances in place. [↑](#footnote-ref-3)