

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Custodians</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-4</b>	<b>June 1997</b>	<b>January 2009</b>

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1. All custodians begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute custodian, an applicant must complete a classified application and turn it into the Human Resources Department for processing. The Human Resources Department will verify the information on the application, including but not limited to completing a local background check.
2. Once an application has been cleared by the Human Resources Department, it will be forwarded to the Operations Department. Operations will set up interviews with the applicants.
3. After an applicant has been cleared by the Operations Department, Human Resources will arrange with the candidate a time to report to the Human Resources Department to complete employment processing documentation/forms.
4. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Operations Office at 594-3774 or let the custodial foreman know about the problem.
5. After a position has been advertised, the Human Resources Office will send a list of names who have applied for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to be filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.
6. Human Resources will notify Operations when an individual has been recommended for a regular position. Operations will contact the individual to fill out paperwork. The individual will have to complete the following forms:
  - Job Description (signed)
  - Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life Insurance and many policies are discussed)
  - Life Insurance Forms
  - Medical History/Physical Form (to be completed and returned within 30 days)
7. Applicant is responsible for the cost of the medical exam, TB test, and fingerprint and criminal history verification.
8. All new employees are required to attend employee orientation.