



Hiring of a Pro-Tech Procedure (HR-P014)

1.0 SCOPE:

- 1.1 This procedure will cover the process for the Hiring of a Pro-Tech at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

(Approval signature on file)

4.0 DEFINITIONS:

Signature

Date

- 4.1 HRS: Human Resources Specialist
- 4.2 Pro-Tech: Professional Technician

5.0 PROCEDURE:

Classified Pro-Tech Hiring

- 5.1 Technician is in receipt of Requisition to Hire Form from position control (or a copy from the H.R. Technician in charge of job postings.)
 - 5.1.1 Included with the requisition to hire will be the Pro-Tech job posting which contains salary range placement information.
 - 5.1.2 If no job posting is included, this will need to be requested from the H.R. Technician in charge of job postings.
- 5.2 Pull employee's classified file from file storage.
 - 5.2.1 Contact the classified technician and request a report of total vacation and sick **HOURS** report. The report should be run after the last classified payroll for employee runs.
 - 5.2.2 After report is run the technician converts classified hours into certified days.
- 5.3 Technicians will need to use an administrative calendar to calculate the actual amount of contracted days the Pro-Tech will be working.
 - 5.3.1 Pro-Techs are paid from the first to the end of the month. If the payroll cycle has been closed, the additional days from the payroll closing to the first of the month are included in the first paycheck.
- 5.4 The classified employee is set up with a new ID and pay card is created to reflect Pro-Tech position.
 - 5.4.1 A payroll maintenance form is submitted so that the employee is credited for vacation and sick time and a copy is placed in the employee's personnel file.



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- 5.4.2 A copy of the work location screen is printed and forwarded to payroll.
- 5.4.3 Once the file is complete, the name of the employee along with the date the file was completed is given to the Administrative Assistant II.
- 5.5 An insurance eligibility form is filled out and the white copy is forwarded to Risk Management.
- 5.6 The technician contacts the employee to set up a time for an administrative matriculation.
 - 5.6.1 A congratulations letter with salary calculations is printed and signed off by the technicians and the HRS. The pink copy of the insurance eligibility form is attached and given to the employee at the employee's administrative matriculation.

Certified Pro-Tech Hiring

- 5.7 Technician is in receipt of Requisition to Hire Form from position control (or a copy from the H.R. Technician in charge of job postings.)
 - 5.7.1 Included with the requisition to hire will be the Pro-Tech job posting which contains salary range placement information.
 - 5.7.2 If no job posting is included, this will need to be requested from the H.R. Technician in charge of job postings.
- 5.8 Pull employee's certified file from file storage
- 5.9 A new school pay screen is added to Bi-Tech, using the employee's current ID number, the Employee Master screen is updated to reflect the new position and the pay card is updated to reflect Pro-Tech position.
 - 5.9.1 A payroll maintenance form is submitted so that the employee is credited for vacation days only and a copy is placed in the employees personnel file.
 - 5.9.1.1 Follow step 5.3.1
 - 5.9.2 A copy of the work location screen is printed and forwarded to the payroll office
 - 5.9.3 Once the file is complete, the name of the employee along with the date the file was completed is given to the Administrative Assistant II to be submitted for board approval
- 5.10 An insurance eligibility form is filled out and the white copy is forwarded to Risk Management.
- 5.11 The technician contacts the employee to set up a time for an administrative matriculation.
 - 5.11.1 A congratulations letter with salary calculations is printed and signed off by the technician and the HRS. The pink copy of the insurance eligibility form is attached and given to the employee at the employee's administrative matriculation.



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Requisition to Hire Form
- 6.2 Certified Maintenance Form
- 6.3 Congratulations Letter
- 6.4 Insurance Eligibility Form

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|-----------------------|------------------|-----------------------|---|
| Employee Records | HR Personnel Files | 99 years | Discard as desired | Standard file cabinet in secured office |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 1/11/06 | A | Initial Release |
| 4/25/07 | B | Update Record Retention Table |

*** End of procedure ***