

In an effort to make the recommendation for the hiring of an At-Will employee more rigorous, additional steps have been added to the process. The steps are as follows:

1. The supervisor or principal submits a justification based on certain criteria (specialized skill set, critical need area, proven success with identified populations, loss of employee would be detrimental to the daily operations of the organization, lack of qualified applicants in the market, other).
2. A justification meeting is held with the principal/supervisor and the executive director or chief officer for the division. The recommendation will not move forward in the process unless approval is given at this meeting by the executive director or chief officer.
3. The recommendation is reviewed by the chief officer of the division for approval. If approved, the recommendation is sent to the Chief Human Resources Officer.
4. The recommendation is reviewed by the Chief Human Resources Officer. If approved, the recommendation is sent to the Superintendent.
5. The superintendent approves or denies the recommendation.