



HUMAN RESOURCES PROCEDURES

Initial Hiring of New Substitute Teachers

Purpose of Procedure

To provide instructions for hiring new substitute teachers.

Date Procedure Originally Documented

January 11, 2002

Date Last Revised

January 11, 2002

Person(s) Responsible for Updating

Sr. HR Generalist/Recruiter and/or HR Assistant

Location(s) of this Procedure

k:/Policies & Procedures/Procedures/Staffing/Hiring Substitute Teachers.doc

(This procedure can be accessed through the HR Database on Lotus Notes – Policies & Procedures.)

Instructions

- Substitutes must be approved by each academic division/department by going through the department screening process.
- Department prepares, approves/signs the 3-part form, gives a copy to the employee, and forwards the original to the appropriate Vice President for signature.
- Substitute brings copy of 3-part form (completed by department and signed by the Associate Dean) to Human Resources.
- Human Resources begins the new hire process by having the substitute complete new hire paperwork (application; I-9; background (criminal and drug) release form; local, state and federal tax forms; new employee information sheet; MPSERS retirement form; and Michigan new hire form). No union dues will be deducted from substitute's paychecks.
- Substitute completes drug screen test.
- Human Resources provides substitute with document explaining pay and other employment-related paperwork.
- Human Resources enters the new substitute into Datatel and adds them to Board Report.
- When 3-part form is signed by the Vice President and returned to Human Resources, it is filed in the employee's personnel file.
- Each pay period, department must enter all hours actually worked by each substitute on the Payroll Sheets.