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HIRING

JOB OPENINGS

Many coaching jobs are available each season. If a coaching position is of interest, please email the director to inquire if all positions have been filled. Other job postings for job vacancies or new positions will be posted to the [SSWSC website Jobs page](#). Employees who meet the established criteria may receive consideration for open positions upon application to SSWSC.

RE-HIRING OF FORMER EMPLOYEES

The SSWSC is eager to have former qualified employees return and apply for re-employment. However, any employee whose personnel records reflect a "do not rehire" status may not be rehired without a prior consultation with the former program director, prospective program director and the Director of Athletics.

Furthermore, re-employment or return to a particular position is never guaranteed. This includes the annual re-employment of seasonal employees. While the SSWSC tries to re-hire seasonal employees who have performed competently, there is no guarantee, expressed or implied, that a position will be available for an individual seasonally.

WORK AGREEMENTS

All staff are presented with a work agreement on or before their date of hire outlining the terms of their employment. Agreements for year-round employees will generally run from May 1 to April 30 to match the SSWSC's fiscal year.

BACKGROUND CHECKS, CREDIT CHECKS, AND FAIR CREDIT REPORTING ACT NOTICE

To ensure that individuals who join SSWSC are well qualified and SSWSC maintains a safe and productive work environment, SSWSC conducts pre-employment background checks on all applicants. Background checks may include verification of any information on the applicant's resume or application form, as well as a criminal record check, excluding sealed or expunged records, although a criminal conviction does not automatically bar an applicant from employment. Additionally, some applicants may require additional checks if appropriate and job-related such as a driving record. SSWSC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

All offers of employment are conditioned on receipt of a background check report that is acceptable to SSWSC. All background checks are conducted in conformity with the federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. If information obtained in a background check would lead SSWSC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

EMPLOYMENT AUTHORIZATION VERIFICATION

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with SSWSC. Employees are required to inform their director if either they have not complied with this requirement or if their status has changed.

Employees who are authorized to work in the United States for a limited period of time will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the SSWSC.

EMPLOYMENT OF RELATIVES OR FAMILY MEMBERS

SSWSC is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, SSWSC will hire relatives of persons currently employed only if the candidates for employment will not be working directly for or supervising a relative, and candidates for employment will not occupy a position in the

same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, promotion, wages and leave requests.

REFERENCE CHECKS

SSWSC will not honor any oral requests for references. All requests must be in writing. Generally, SSWSC will only confirm an employee's dates of employment and job title. Compensation information may also be verified if the employee provides written authorization.

Under no circumstances may an employee provide another individual with information regarding current or former employees of SSWSC. Any requests for reference information must be forwarded to the Director of People or Director of Finance.

HIRING PROCESS

1. Notify your supervisor and HR that you intend to hire for a position; determine how many people per role, etc.
2. During a planning session with your supervisor and HR:
 1. Review the job description
 2. Review the job application template and how applications will be accepted
 3. Plan where to advertise
 4. Review the salary range and benefits tied to position
 5. Determine who will review applications
 6. Determine who will interview applicants, and during which round (if applicable)
3. If applicable: Reach out to all past "employees" who you'd like to have back with an invitation, and updated expectations, compensation, etc.
4. Post the job / advertise / open for applications for any remaining positions.
5. Accept applications.
6. Determine interview questions for consistency between applicants.
7. Communicate to all applicants who are not moving forward at each round of interviews/application reviews.
8. Schedule interviews.
9. Determine the best candidate.
10. Create the offer for the candidate, be sure to include time off, sick, ski passes, gear discounts, etc. in coordination with supervisor and HR.
 1. Determine negotiation parameters, ex. we can negotiate on vacation up to 1 extra week, but not salary, etc.
 2. Determine who will extend the offer and how.
11. If the candidate accepts, notify HR and move to onboarding.
12. If the candidate declines, determine whether to move to the 2nd runner up, or if you are going to re-post the position. If so, be prepared to explain to the other interviewees why they were not selected.
13. HR Sends new employee a welcome packet with next steps (orientation, paperwork, contact, first day, etc.).
14. Have new employee complete required paperwork and begin onboarding.

EMPLOYMENT CONTRACTS

All contracts binding upon SSWSC must be signed by the Executive Director or the Director of People. Other employees are not authorized to bind SSWSC under a contract.

ACCESS TO PERSONNEL FILES

SSWSC maintains a personnel file and payroll records for each employee as required by law. Personnel records and payroll records are the property of SSWSC and may not be removed from the premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personal information to outside sources will be limited. However, SSWSC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. Current and former employees may contact the Director of People to request a time to review records related to their qualification for employment, compensation, and disciplinary action. Current and former employees are not permitted access to any letter of reference maintained by SSWSC. With reasonable notice, an employee may review their records in the company offices and in the presence of the Director of People or another individual appointed by SSWSC.

Upon a written request from a current or former employee, or a representative, SSWSC will provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction and actual postage expenses if sent by mail, not less than 30 calendar days from the date the employer receives the request.

Former and current employees may provide an explanatory statement to any disputed item in the file. The explanatory statement will be attached to the records.

SEPARATION PROCESS

In the event of a separation, a meeting will be arranged to go over the check-out procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Director of People or Finance Director.

EXIT INTERVIEWS

Learning why employees leave the SSWSC is a valuable tool in showing management where they could make changes to improve working conditions. This is accomplished through exit interviews. Employees may ask or may be asked to meet with the Director of Athletics or Executive Director if they terminate their employment with SSWSC.

UNEMPLOYMENT INSURANCE

SSWSC will pay the required state and federal taxes to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, which determine eligibility for benefits, the monetary value (if any), and duration of benefits.