



Baranof Island Housing Authority

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HIRING POLICY AND PROCEDURES

I. Vacancies and New Positions

When a vacancy occurs or a new position has been established, the appropriate Department Director must review and complete a job description that describes the job title, duties and responsibilities, required knowledge, skills and abilities, minimum qualifications and pay grade level for submittal to the Executive Director for approval. The job description and position authorization forms should be completed as soon as possible to allow sufficient recruitment time, both from within and/or outside of Baranof Island Housing Authority (BIHA).

II. Employment Application

- A. All applicants must complete and submit a BIHA Job Application Form and provide any other application information that BIHA deems necessary. Applicants will be provided documentation of BIHA's receipt of the application information.
- B. All application information is subject to review and verification. Omission of pertinent information or the submission of false information may result in elimination from consideration for employment.
- C. All applicants are subject to BIHA's Drug Policy and must pass a drug test for employment with BIHA.
- D. All applicants are subject to a criminal background check prior to an offer of employment with BIHA. An offer of employment is contingent upon the results of this review.

III. Promotions and Transfers

- A. Vacant positions may be filled by a current BIHA employee when it is in the best interest of BIHA to do so. Current employees must meet the eligibility requirements in order to be considered for the new position.
- B. Job notices must be posted for five (5) workdays on the BIHA bulletin board during which period BIHA full-time and part-time personnel may apply. Vacancies may also be advertised simultaneously outside of BIHA.

- C. Final selection of candidates for promotion or transfer rests with the Department Manager and Executive Director.
- D. If required for the new position, the existing BIHA employee may not begin work in the new position until any required pre-employment drug testing and/or a criminal background check is satisfactorily completed.
- E. Board of Commissioners members will be notified of all promotions and transfers.

IV. Temporary Hiring

- A. Temporary positions include all paid seasonal, short-term or intern positions that do not exceed one-year in length.
- B. Temporary positions may be filled without advertising the position inside or outside of BIHA and without convening a formal hiring committee. The Department Manager must still complete an Employee Authorization Form and Job Description Form and submit the forms to the Executive Director for approval.
- C. Temporary positions that require completion of a criminal background check and/or pre-employment drug testing may not be filled until the applicant satisfactorily passes the criminal background check and/or the pre-employment drug testing.
- D. Temporary employees may apply for positions advertised in-house at BIHA.

V. Outside Recruitment

- A. BIHA may recruit from individuals who have previous work history with BIHA or individuals that have previously provided BIHA with a completed Job Application Form, have the necessary skills for the position, and are available to work. (The previous work history includes individuals that have been employed by contractors on the BIHA's jobs where BIHA is familiar with the qualifications of the employee.)
- B. If BIHA seeks outside recruitment, in addition to recruitment discussed above, recruitment should include, at a minimum, classified advertising in a newspaper, posting of a job notice at BIHA main offices and on BIHA's website, and notification of Sitka Tribe of Alaska TERO of the vacancy.

VI. Hiring Committee

- A. A committee consisting of at least three (3) individuals must be created to hire for the vacancy. The Executive Director will determine if a conflict of interest exists that would prevent an individual from serving on the hiring committee. A conflict of interest exists if the individual is one of the following:

1. The applicant's spouse or significant other, or a family member of the applicant, including mother, father, brother, sister, son or daughter, and including step-family members; or
 2. A professional reference listed by an applicant for this position.
- B. The Hiring Committee may not be convened until at least three (3) applications for the position have been received. If fewer than three (3) individuals or no Native applicants apply for the position, the position will be re-advertised. If no additional applications are received following a second advertisement of the position, the Department Manager may convene the Hiring Committee or re-advertise the position again at the discretion of the Executive Director. The Executive Director may waive this requirement for a second advertisement upon making written findings that justify not re-advertising the position.
- C. To ensure compliance with the BIHA's employment policies, the Executive Director or his/her designee (the "Hiring Manager") will attend Hiring Committee meetings and interviews and may serve as a voting member of the Hiring Committee.
- D. All members of the Hiring Committee must have an opportunity to review all applications for the position.
- E. Tribal Preference shall be considered in selecting applicants to interview. Tribal Preference hiring priorities shall be given in the following order:
1. Sitka Tribal Citizen or a non-Sitka Tribal Citizen who supports a household of Sitka Tribal Citizens including spouse and/or dependent children;
 2. Citizens of any other Alaska Native Tribe;
 3. Citizens of any other federally recognized American Indian Tribe;
 4. All other applicants.
- F. The Hiring Manager will complete all reference checks and confirm any information contained in an applicant's BIHA Job Application Form at the request of the Department Manager.
- G. The Department Manager will prepare a list of interview questions and obtain approval of the list from the Hiring Committee members.

VII. Applicant Appearance at Interview

- A. Applicants may interview by teleconference or in person.
- B. BIHA generally will not cover the travel expenses of applicants who wish to interview in person, but applicants may interview in person at their own expense regardless of whether any other applicants may be interviewing by teleconference.

VIII. Interviews

- A. The Hiring Manager will provide the results of reference checks to the Hiring Committee and final list of interview questions with the interview ranking system.
- B. All members of the Hiring Committee must attend every interview and utilize the interview priority and hiring preference system.
- C. At the conclusion of interviews, the Hiring Manager will collect completed interview ranking system lists from all members of the Hiring Committee.

IX. Selection Process

- A. All members of the Hiring Committee must participate in the final selection of the top applicant. Once the top applicant is selected, the Hiring Committee will place the remaining interviewed applicants in descending order of choice.
- B. The Hiring Committee must apply Tribal Preference hiring priorities as outlined in Part VI. E. above to select the top applicant and in the ranking of the remaining interviewed applicants.
- C. Once the top applicant is selected, the Department Manager will recommend the salary within the range outlined in the job description and forward to the Executive Director for approval.
- D. The Executive Director will offer the position to the top applicant after passing the criminal background check and drug test.
- E. An applicant is generally not given longer than one week to decide whether to accept the position.
- F. If the top applicant turns down the offer of employment, the Hiring Manager may request authorization from the Department Manager to contact the second choice applicant.
- G. Letters will be sent to applicants not selected notifying them that the position has been filled. However, the Hiring Manager will not inform the remaining applicants that the position is filled until the top applicant satisfactorily completes a criminal background check and pre-employment drug testing.
- H. The Board of Commissioners will be notified of the name of the new employee and his/her title.

X. Employment of Minors

BIHA complies with the appropriate laws and regulations that relate to the employment of minors. Date of birth must be verified and appropriate waivers signed by the minor and parents (or guardians), if applicable.

XI. Employment of Aliens

Appropriate laws and regulations, and particularly the Immigration Reform and Control Act of 1986, which prohibits employers from hiring “unauthorized aliens”, will be followed and adhered to at all times.

XII. Nepotism

- A. No person shall hold a job or be hired for a position that requires him or her to directly supervise or to be supervised by an immediate family member of his or her family. Immediate family members are the applicant’s children (including step or adopted), father, mother, husband, wife, significant other, brother/sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.
- B. The Executive Director may waive the nepotism policy upon written findings that no other qualified individual has applied to adequately fill the position in question, special circumstances have arisen, and/or it is in the best interest of BIHA.

XIII. Orientation

The Hiring Manager will meet with new employees on their first day of hire to review the employee handbook, explain benefits and complete related personnel documents.