**New Hire Process**

**Current High School Students (under 18) that coach and get paid**

They must complete a coaching application on EdJoin, obtain a work permit, and complete a new hire orientation with HR.  HR will email the AD or Director when they are cleared.  If over 18 and a student, no work permit is required however the student must complete an application on EdJoin and do the new hire orientation with HR.

**Students over 18 and have graduated from high school**

They may have worked for you as a student with a work permit.  As soon as they graduate, they must complete a coaching application on EdJoin, get fingerprinted and cleared, complete a TB test and get cleared and complete a new hire orientation with HR .  Once all of these items are complete and cleared, HR will clear the person to work as a paid employee.  **They are NOT to be coaching until this is complete and HR clears the person**.  There is no such thing as them working as a volunteer until they get cleared.  They are either a volunteer or a paid coach.  If they start to coach as a volunteer, they will not be paid and you should have documentation from you to the employee that they are working as a volunteer and that they understand that they are a volunteer (in this case, you must follow the volunteer protocols-Megan’s law, etc).

**Adults – Please follow the steps below**

* All paid coaches must complete a coaching application on **EdJoin.org** – look under the tab Buchanan Secondary Walk On Coach.
* Once the coach has completed the application the Director of Sport will call the AD and let them know the application has been completed and submitted.
* The AD will conduct a background check and contact the HR department.
* The HR department will contact the perspective coach to arrange fingerprints, TB test verification, SS card, Driver’s License, and new hire orientation/paperwork.
* Once all of these items are complete and cleared, HR will clear the person to work as a paid employee.  **They are NOT to be coaching until this is complete and HR clears the person.**

**As a reminder coaches will need the following documentation before they can be paid!**

* Current CPR/First Aid Certification \*Coaching Code of Ethics
* CIF Coaching Certification \*Assignment Offer of Employment
* Cardiac Certificate
* Concussion Certificate
* Mandated Child Abuse Reporting