



## Hiring and Promotion Policy

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The General Church and the Academy of the New Church are both equal opportunity employers and hire and promote individuals solely based on their qualifications and ability to do the job to be filled.

(1) The General Church and the Academy of the New Church embrace and support individual development, career progression and internal promotion. As a part of this commitment to professional growth and career development, current employees ordinarily will be considered when job vacancies occur. The order of consideration ordinarily will go first to those employees within a specific function or department who are considered next in line in the job hierarchy to the job vacancy, provided they are qualified to assume the position at the time. In these circumstances, no posting is required. If no individuals in the function or department are interviewed and/or selected for the vacancy, then a formal job posting ordinarily will be made available to all General Church and Academy of the New Church Employees [at the location]. Ordinarily, the posting will be for 10 business days. External recruiting efforts may begin concurrently with the internal posting.

(2) The process for internal transfers and job moves ordinarily will mirror that for external candidates including interviews and assessments to determine the internal candidate's qualifications and readiness to move into the open position. Feedback on the selection process may be provided to internal candidates under consideration. However, feedback on the selection process may not be provided by a manager or supervisor to external candidates. Inquiries by external candidates should be referred to HR.

(3) The General Church and the Academy of the New church will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment. An immediate family member may not be hired, however, if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member; or b) create an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

(4) Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees; or b) an actual conflict of interest or the appearance of a conflict of interest. Should one of the above situations occur, the General Church or the Academy of the New Church will attempt to find a suitable position within the organization to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

(5) Former employees who left the organization in good standing may be considered for reemployment. Former employees who resigned without providing adequate notice or who were discharged for problems with their performance and/or behavior and/or attendance may not be considered for reemployment. A former employee who is reemployed will be considered a new employee from the date of reemployment unless the break in service is less than three months, in which case the employee will retain accumulated seniority. Length of service for the purposes of benefits is governed by the



terms of each benefits plan. Employees who retire may be eligible for rehire under the same terms and conditions as other employees who resign voluntarily.



## Recruitment and Selection

### POLICY STATEMENT:

The General Church and the Academy of the New Church are committed to employ, in their best judgment, the best qualified candidates for approved job positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of both organizations to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

### PROCEDURE:

### DEFINITIONS

**Requisition Form** - The "Requisition" is an approved form authorizing the recruitment of regular full-time and part-time employees and temporary and contract employees. All requisitions require appropriate approvals. Exceptions include internal promotions or transfers within an organization. These actions require the use of a "Change of Status" form.

**Replacement Requisition** - Indicates a position that has been vacated by the transfer or termination of a current, regular employee and requires management approval through the Director of Human Resources. These requisitions are opened for the same or comparable position as the employee who vacated the position to include salary structure. Not required for the replacement of temporary (agency) workers. Replacements of temporaries should be discussed with Human Resources.

**Add to Headcount Requisitions** - Indicate a new position is being created and that there is not a current, regular employee in the position. This requisition requires management approval through the appropriate senior leadership of each department/function. Required for the addition of temporary (agency) workers for either long term or short term assignments. An appropriate job description must exist.

### REQUISITION APPROVAL MATRIX

| Replacement of Regular Employees | Add to headcount<br>Add temp to hire | Short Assignment Temp |
|----------------------------------|--------------------------------------|-----------------------|
| Hiring Supervisor                | Hiring Supervisor                    | Hiring Supervisor     |
| Next Level Manager               | Next Level Manager                   | Next Level Manager    |
| HR Director                      | HR Director                          | HR Director           |
|                                  |                                      |                       |



## **RECRUITMENT PROCEDURE**

The Hiring Supervisor/Manager submits the approved, completed Requisition to Human Resources.

Human Resources will assign a requisition number to assist in tracking and reporting.

Human Resources will contact the Hiring Supervisor/Manager to determine the most cost effective method of recruitment and selection. Only the HR Director is authorized to approve expenditures relating to the recruitment of potential employees.

Potential sources of external candidates:

- Newspaper advertising
- Internet advertising
- Internet search
- Retained agency search
- Temporary agency
- Employee referral
- Job fairs

Human Resources will submit resumes of candidates who meet the minimum requirements of the job to the Hiring Supervisor/Manager. The Hiring Supervisor/Manager will identify the most appropriate candidates for interviewing based on legitimate non-discriminatory reasons.

Human Resources may conduct telephone pre-screens of identified candidates, as appropriate

## **SELECTION PROCEDURE**

Hiring Supervisors/Managers are responsible for conducting timely, effective interviews of qualified candidates for the position. Human Resources is available to offer advice on interview techniques and final candidate selection. In no case may an interviewer ask an applicant about his or her age, sex, race or membership in any protected group. Nor may an interviewer ask an applicant about his family, marital or parental status.

For those positions where membership in the Church is a legitimate requirement of the job, you may ask applicants whether they are a member of the Church. However, you may not ask the nature of their religion generally. A position may be limited to Church Members only if approved by HR. Circumstances in which the Church or Academy may legally limit a position to Church members is narrow.

All external candidates should complete a job application. Job applications can be obtained from Human Resources. Failure to require that a candidate complete a job application may deny the Church or Academy the legal protections for which the application was designed.



Employment reference checks and background checks will be conducted by Human Resources for the selected final candidate before the individual starts employment. Hiring supervisors and managers may not check references on their own without prior permission from HR.

Upon determination of the final candidate, the Hiring Manager and Human Resources collaborate on the development of the most appropriate offer of employment (including position title, compensation, etc.).

The Hiring Manager may extend a verbal offer at that point. Human Resources will process a written offer of employment to the candidate.

Upon receipt of a signed, offer approval, Human Resources will close out the requisition on the tracking report.

### **RESPONSIBILITY**

Human Resources is responsible for the overall management of the recruitment and selection processes including the internal job positing process, employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers, and employees.

### **AUTHORITY**

The Director of Human Resources has the authority to change, modify or approve exceptions to this policy at any time with or without notice.