**Title: 4070 RECRUITMENT, SELECTION, AND RETENTION OF HOURLY EMPLOYEES**

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|  | **4070 Recruitment, Selection, and Retention of Hourly Employees** **Definition:** * 1. Head Maintenance Supervisor
	2. Maintenance-General Laborer
	3. Administrative Assistant
	4. Business Manager
	5. Secretary
	6. Classroom Aides
	7. Cafeteria Manager
	8. Cafeteria Worker
	9. After School Program Aide
	10. School Nurse
	11. Any other position designated by Human Resources as Hourly positions

**Selection:** * For programs under the jurisdiction of the school, the recruitment and interview of employees working more than 35 hours per week shall be primarily the responsibility of the Principal, in conjunction with others as designated by school administration.
* Final hiring decision is the responsibility of school administration.
* Only those individuals rooted in faith, willing to support Gospel values and Catholic teaching, and willing to inspire students through their word and may be selected or retained in the Diocese of Altoona-Johnstown.
* All candidates must follow the hiring procedure of the Diocese of Altoona-Johnstown, including all Youth Protection Policies.
* All employees are expected to maintain the quality of their faith commitment and their willingness to uphold the teachings of the Catholic Church. Staff who espouse, by word or action, practices which are contrary to the teachings of the Catholic faith will be dismissed.
* All employees who are not of the Catholic faith community should demonstrate a similar involvement in their own Church.
* These employees will be issued a benefits guideline.
* These employees will be issued a job description.

**Evaluation:** * Support staff will be evaluated minimally on an annual basis.
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