

RECRUITMENT, EMPLOYMENT, AND EVALUATION OF NON-FACULTY EMPLOYEES

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PURPOSE

This policy establishes guidelines for recruiting, employing, and evaluating non-faculty employees of Middle Tennessee School of Anesthesia. Non-faculty employees, including administrative, technical, and support staff, play a vital role in supporting the school's academic and clinical missions. This policy ensures fairness, transparency, and consistency in these processes.

SCOPE

This policy applies to all non-faculty employees of MTSA, including full-time, part-time, and temporary staff in administrative, technical, and support roles.

RECRUITMENT

JOB POSTING AND ADVERTISEMENT

Vacant non-faculty positions are advertised internally and externally to attract a diverse pool of qualified candidates. All job postings outline the job description, qualifications, and responsibilities.

Recruitment advertisements are placed on the school's website, job boards, and relevant platforms for professionals to attract candidates with relevant experience.

APPLICATION REVIEW AND INTERVIEW PROCESS

All applications are reviewed based on qualifications and alignment with job requirements. Shortlisted candidates are invited for interviews, which may include panel interviews and skills assessments.

Interviews are conducted in compliance with equal opportunity guidelines, ensuring a fair and non-discriminatory process.

REFERENCE CHECKS

Reference checks are conducted for the final candidates to verify employment history, performance, and suitability for the position.

OFFER OF EMPLOYMENT

Upon successful selection, the candidate is issued a conditional formal offer of employment outlining salary, benefits, start date, and terms of employment. The conditional offer must be accepted in writing before the candidate can begin the pre-employment (background check) process.

BACKGROUND CHECKS

All newly hired non-faculty are subject to a background check prior to an official offer of employment. The background check includes verification of criminal history, employment history, educational credentials, and any other necessary screenings relevant to the position.

The results of the background check are reviewed in accordance with MTSA's policies and relevant legal guidelines. If any issues are identified, the candidate is given the opportunity to address or clarify them. Background check findings will be kept confidential and used solely for employment purposes. Official employment offers are contingent upon the satisfactory completion of the background check process.

EMPLOYMENT

ONBOARDING

All new employees undergo an onboarding process to familiarize them with school policies, roles and responsibilities, and institutional culture. During this time, HR will ensure that new employees complete the required paperwork, including tax forms, benefits enrollment, and emergency contact information.

PROBATIONARY PERIOD

New employees are subject to a probationary period of 90 days (about 3 months). During this time, performance is evaluated regularly, and feedback is provided to ensure a smooth transition into the role. At the end of the probationary period, the employee's supervisor will provide a formal evaluation to determine whether the employment will continue.

EMPLOYEE BENEFITS

Full-time employees are entitled to the school's benefits program, which includes health insurance, retirement plans, paid time off, and other benefits as specified in the employee handbook.

POST-EMPLOYMENT REFERENCES

MTSA's policy is to confirm dates of employment, job title, and eligibility for rehire only. Compensation details will be confirmed with written authorization. All official employment verification requests and communications must be directed to the Office of Human Resources.

In order to be listed as eligible for rehire, employees must provide written notice of termination to the Office of Human Resources no less than 30-days prior to the termination date.

EVALUATION

PERFORMANCE REVIEWS

Employees undergo regular performance evaluations at least annually, at the end of the calendar year. Evaluations assess job performance, goal achievement, professional behavior, and alignment with MTSA's mission and values. The employee's supervisor conducts the evaluation and provides feedback, highlighting strengths and areas for improvement.

MID-YEAR REVIEW

In addition to annual reviews, a mid-year performance review is conducted to provide ongoing feedback and support professional growth.

PERFORMANCE IMPROVEMENT PLANS (PIP)

Employees whose performance falls below the expected standard may be placed on a Performance Improvement Plan (PIP). The PIP will outline specific areas for improvement, performance goals, and a timeline for achieving these goals.

Failure to meet the PIP's objectives may result in further disciplinary action, including employment termination.

PROFESSIONAL DEVELOPMENT PLANS

Employees are encouraged to collaborate with supervisors to create professional development plans that support career growth and align with school goals. MTSA will offer resources to assist employees in reaching their professional goals, if applicable.

TERMINATION

1. **At-Will Employment:** Employment at MTSA is considered at-will, meaning the employer may terminate the relationship at any time, with or without cause or notice, in compliance with state and federal laws.
2. **Termination for Cause:** While employment is at-will, employees may be terminated for cause, including poor performance, misconduct, or violation of school policies, following appropriate documentation and review.

3. Termination Without Cause: MTSA reserves the right to terminate an employee without cause, without requiring prior notice.
4. Exit Process: Upon termination, the employee will return all school property and address outstanding financial matters. An exit interview may be conducted, and benefits status will be clarified.

EQUAL OPPORTUNITY

MTSA is committed to creating an inclusive and diverse work environment. All recruitment, employment, and evaluation practices will be conducted in accordance with MTSA's commitment to equal opportunity and affirmative action. Discrimination on the basis of age (40+), color, creed, disability, national origins, race, religion, sex, or any other protected class is prohibited.