



Burlington Area Homeless Shelter (BAHS) **Hiring Policy**

Board Approved July 18, 2022

Hope for the Homeless

Our goal is to attract and retain qualified and capable staff who are committed to the mission of BAHS.

1. BAHS will follow all state and federal employment laws.
2. BAHS is an Equal Employment Opportunity employer. We will not discriminate on the basis of any federal or state protected class.
3. Potential employees must be able to fulfill the job responsibilities and duties for the applied position. Reasonable accommodations may be made if requested.
4. To be considered for a job opening an applicant must submit a resume or application. This must include at a minimum: job history, skills, and two professional references.
5. Job openings will be posted publicly for a minimum of three days.
 - a. Publicly will constitute at least one (preferably all) of the following or similar public venue: social media (Facebook or similar), Iowa Workforce, local newspaper, job website (Indeed/Monster or similar), or BAHS's website.
 - b. Job postings will include at a minimum:
 - i. The position, hours per week, expected schedule, wage, essential job functions, and qualifications.
6. Those chosen to interview for a position must meet the job qualifications.
 - a. An interview will be conducted prior to a job offer.
 - b. All interviewee's for a singular position will be asked standardized interview questions in the first interview.
7. The Executive Director will consult with at least two members of the executive board before a hiring or firing decision is made.
 - a. A final hiring/firing decision is at the executive director's discretion after discussion with at least two executive board members.
 - b. If a family member (not less than three times removed) of the executive director is involved, final hiring and firing decisions will be made by a majority vote of the executive board.
8. All new hires must have two positive professional references on file before being offered a position.

9. An attempt will be made to contact at least one previous employer (if available) to verify employment history listed on a resume or application.
10. A background check will be run on all potential employees. This may include but is not limited to:
 - a. Criminal history, credit history, and/or driving record.
11. All newly hired employees will enter into a 90 day probationary period.
12. Evaluations will be completed by the executive director, or the employee's immediate supervisor upon completion of an employee's initial 90 day probationary period and every year thereafter.
13. Those who have been interviewed, but not chosen for the position, will be notified within one week when the position has been filled.
14. If hired, two forms of identification will be obtained and kept in the employee's file. Employees are responsible for updating these if their name, address, or status changes.