

IPDC - Sections of Policy and Procedure Copied from Handbook (For Convenience.)

Please see IPDC Handbook for References

- NEPOTISM
- Policy:
- IPDC supports the civil code of anti-nepotism:
We believe that the appointing power is committed to merit-based hiring and that **nepotism** is antithetical to a merit-based employment system.

Nepotism Policy: IPDC Policy and Procedure Manual

Nepotism: see page 16 of IPDC Participants Handbook

- Participants will not be assigned to a host agency site if any member of their immediate families is in a decision-making capacity at that agency.
- **Definition: Nepotism** is when an **employee** uses the **employee's** influence or power to hire, transfer, or promote an applicant or **employee** who is unqualified for a position and appoints them because of a personal relationship. IPDC believes that hiring qualified individuals to perform roles for which they are qualified contributes to the success of the organization.

IPDC Hiring Policies – see policy and Procedure Handbook

OBJECTIVE:

IPDC believes that hiring qualified individuals to fill positions contributes to the overall success of the company. IPDC is in an underserved community and as such can be challenged in finding qualified applicants to fill certain roles that require technical skills and prior experience and knowledge of workflows. For this reason, the board of directors has permitted IPDC's CEO to use various measures to attract qualified applicants including contracts at employment support agencies, and other temporary measures to avoid impact on program delivery and or not meeting benchmarks for federal government grants.

Each employee is hired to make significant contributions; or when recruited from the local underserved community is further trained and developed to perform roles in support of the programs and services.

Although it is IPDC's goal to hire the most qualified individuals, many such individuals are reluctant to live and/or work in an underserved neighborhood where crime can be high and their safety can be challenged.

IPDC Hiring Procedures

- 1) Personnel requisition: initiated by the CEO or department supervisor.
- 2) Approved by the CEO, and if executive role is reviewed with and approved by IPDCs board of directors.
- 3) Personnel requisition is completed: and includes Name of Position; Position hours; shifts; reason for the opening; essential job functions; qualifications for a current job description; any special recruitment description and board approved exceptions resulting from urgent need for the position to be filled and lack of qualified work-force applicant pool.
- 4) Intake Meeting: HR will arrange a meeting with the CEO and or hiring manager; the recruiting strategy is set upon reviewing with the key stakeholders.
- 5) Job Postings: CEO and or HR will create job postings.
- 6) Internal Applicants: current employees with a satisfactory employment status
 - A. May apply for internal job openings.
 - B. All applications for a job opening will be considered based on their qualifications, and ability to perform the job successfully.
 - C. Internal candidates who are not selected will be notified by the CEO or HR personnel.
- 7) Interview Process
- 8) Reference Checks
- 9) Job Offer
- 10) 90 days' probationary period
- 11) Evaluation after 90 days (organization/ employee and comparison)
- 12) Employee engagement and feedback; refined goals and expectations.

Maintenance of Effort Restrictions – Policy and Procedure

- SCSEP is intended to be a “Job Creation” program, meaning host agencies must create jobs, specifically, for SCSEP participants, not fill existing positions with SCSEP participants.
- Using SCSEP participants to replace or fill existing jobs - either directly or indirectly - is considered “maintenance of effort,” which is not a permitted use of federal funds under the Department of Labor regulations.
- SCSEP participants must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants.
- Participant training positions may not replace or fill vacant positions within the host agency. SCSEP participants must be assigned to “non-staff” status positions in the host agency and be considered a trainee; (they are not employees of DOL, HA, or SCSEP grantee).
- SCSEP must not influence the displacement of currently employed workers, including partial displacement, such as reduction in hours of non-overtime work, wages or employment benefits.
- Participants may not be assigned to complete the same or substantially similar work performed by any person who has been laid off from the host agency.
- SCSEP offices may not assign or continue to assign a participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.
- SCSEP participants may not impair existing contracts or result in the substitution of federal funds or other funds in connection with work that would otherwise be performed in the contract.
- The host agency must be able to operate independently, without SCSEP participants. If this policy is being violated in any way, all participants currently assigned to the agency must be re-assigned and the host agency agreement terminated.
- Participants may not be paid a supplemental per hour wage by the host agency (in addition to SCSEP stipend) to increase the participant’s hourly wage.

In Kind Match

- **In Kind Match** – time and services donated to the SCSEP by the host agency. A dollar value is assigned to the donated time or services. Time or services can include transportation, supplies or equipment, such as computers and software, and host agency staff that dedicate their time training to the participant.
- **IN KIND MATCH, DOES NOT HAVE TO BE MONEY (and is not encouraged).** Toward the end of the quarter, SCSEP Career Planner(s) will send HAs a reminder that it is time for the in-kind match form to be completed and sent back to our administrator.