

Montcalm County Habitat for Humanity Hiring/Employment Practices Policy

1.0. Purpose

To assist Montcalm County Habitat for Humanity in employing staff in a fair, open and nondiscriminatory manner.

2.0. Policy

1. Comply fully with all applicable federal, state and local laws.
2. Adopt and fully comply with board-approved processes for hiring, employing and terminating staff that include the following:

Hiring

- advertising for the position
- recruitment for the position
- development of written job description
- standard protocol for publishing job vacancies
- standard protocol for interviews and hiring

Employing

- annual performance appraisal
- annual job plan/goal setting
- disciplinary protocol
- grievance protocol
- termination protocol

3.0 Rationale

Montcalm County Habitat for Humanity shall conduct legal hiring and employment practices. This will keep us within the letter of the law, and enable us work towards hiring the best-suited people.

Supporting resources:

HFHI U.S. Employee Handbook

Approved & Adopted by the Board of Directors – March 17, 2011