326: Approvals-New Employees/Salaries/Terminations

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Section: Human Resources
Subject: Approvals-New Employees/Salaries/Terminations
Approved by: Harvey L. Massey
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Policy Owner: Director of Human Resources

Policy

Scope: All Employees

1. All new hires or contract labor personnel must have the approval of the Operations Department before a job offer is made to an applicant. Procedure is as follows:
   - Interview applicant, complete reference check and have applicant complete field ride, when appropriate.
   - Call Operations Department with information regarding the applicant before MVR or pre-employment physical are completed.
   - Make a job offer and finish employment procedures after approval is received from the Operations Department.
   - Name of new employee, starting date and position are called to the Operations Department on the day of hire

2. All new employees' starting salaries, and all salary changes must be approved by the following or their designates:
   1. Service Center Operations (excluding General Managers)

1. Approval Required:
    1. General Manager ..... All Personnel
    2. President ..... All Personnel

2. Corporate Office and General Managers
    1. Approval Required:
        1. Department Head ..... Subordinate Personnel
        2. Dr. of Operations ..... Operations Personnel, Manager Trainees
        3. President ..... Officers, Directors, General Managers, all Corporate Personnel

Termination

All terminations require the same approval as specified in the above procedure for new hires and salary increases. All terminations must be called to the Corporate Operations Department at the time of discharge. ADDITIONALLY, TERMINATIONS OF ALL EMPLOYEES MUST HAVE PRIOR WRITTEN APPROVAL OF THE PRESIDENT

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