

## EMPLOYMENT PROCESS AND PRACTICES

### I. TYPES OF EMPLOYMENT

1. **Project/Temporary Employment** - One who is engaged for a specific undertaking or project whose completion has been predetermined. Employment is co-terminus with the conclusion of the project or undertaking and thus *ipso facto* terminates without entitling the employee to separation pay. However, if the employee is terminated before the completion of the project and is removed without a valid cause, he/she is entitled to a separation pay. The separation pay shall be computed at the rate of one month's pay for every year of service up to the project's completion.
2. **Casual Employment** - An employee who is engaged to perform an activity not usually necessary or desirable to the course of business of the employer is hired under the terms of casual employment. For example, a mechanic hired to fix an engine or workers hired to renovate a building are considered casuals. However, as provided by paragraph 2, Article 280 of the Labor Code, a casual employee who has rendered at least one year of service (whether such service is continuous or intermittent) shall be considered a regular with respect to the activity for which he/she was employed. He/She cannot be terminated while such activity exists.
3. **Probationary Employment** - One who is on trial by an employer during which the employer determines whether or not he/she is qualified for permanent employment is hired under the terms of probationary employment. The word "probationary" as used to describe the period of employment implies the purpose of the term or period, but not its length.

The probationary period of non-academic personnel is not covered by the Manual of regulations of Private Schools but by the Labor Code, specifically Article 281, which states:

*"Probationary employment shall not exceed six (6) months from the date the employee started working, unless covered by an apprenticeship agreement stipulating a longer period."*

Effective school year 2004-2005, probationary period of non-teaching personnel will be six months with the following provision:

- (1) The first contract of employment must cover only a period of three (3) months
- (2) The first contract will only be renewed for another three (3) months if the employee displays the potential to meet the standard of the institution.

*Contractual or project employment shall not be counted in computing the probationary period nor in computing the length of service in case an employee is hired as a regular employee.*

4. **Regular or Permanent** - those who have satisfactorily completed the probationary period.

## II. RECRUITMENT PROCEDURES

1. The Unit/Office Heads make a request by accomplishing Personnel Office Form 8 (OPF 8) and submit this to the Human Resource and Development Office (HRDO) for action. *(Refer to Appendix 1 for HRD Form 8 - Request for Personnel)*
2. The school recruits prospective employees from its current file of job applicants and from those currently employed who may qualify for promotion or may want a transfer of work assignment. In accordance with an Open Door Policy vacancies are posted in the HRD Bulletin Board.
3. Applicants are made to go through the entire hiring procedures such as testing, interviews, etc.

## III. HIRING

### A. Hiring Procedures

1. All applicants are given the Application for Employment Form in the Human Resource and Development Office and required to submit the following requirements:
  - Application Letter
  - Three (3) Letters of Recommendation
  - Two (2) pcs. 1 x 1 colored ID picture
  - Clearance from previous employer if previously employed, if applicable
  - Police Clearance
  - NBI Clearance
  - Barangay Clearance
  - Tax Identification Number
  - SSS Number
  - Copy of Birth Certificate
  - Copy of Catholic Church Marriage Certificate

- School Credentials
  - \* High School Diploma
  - \* 2-Year Certificate
  - \* College Diploma
  - \* Transcript of Records
  
- Medical Examination Result
  - \* CBC
  - \* X-ray
  - \* Urine
  - \* Stool
  
- Licensure Examination Result-as necessary
- Professional License - Nurses

*All information is subject to verification. The school reserves the right to dismiss an employee found to have falsified his/her information data sheet.*

2. An initial interview is conducted by the Human Resource and Development Office for screening purposes.
  
3. Qualified applicants are scheduled for a series of tests in the Guidance Office. All tests results and their interpretation are forwarded to the Human Resource and Development Office.
  
4. A second interview is arranged between the Unit/Office Head and the applicant. The Unit/Office Head then selects the most qualified applicant and recommends him/her for final interview by the HRD Director.
  
5. Once the applicant is selected, the HRD Director issues an employment contract duly approved by the School President.
  
6. The employment contract is forwarded to the Business Office for compensation purposes and for Employee's File (201).

#### **B. Hiring of Employees from other Benedictine Schools**

In accordance with the guidelines set by the Missionary Benedictine Sisters (MBS) in 2004 and as duly confirmed by the ABS (Association of Benedictine Schools):

- a) A Non- Teaching Personnel who transfers from one Benedictine apostolate to another for the same nature of work is also credited for all years of service in her previous Benedictine employment. (The service credit is considered only in determining the entry salary of the new employee, without prejudice to SSC's existing ranking scheme.)

- b) Tenure is based on the actual number of years of service in the present apostolate. Service Award is based on the tenure, regardless of the number of years of service in the previous employment.

### **C. Hiring of Relatives**

Hiring of relatives of an employee up to the first and second degree is discouraged. Furthermore, the school does not allow the hiring of relatives of employees in the business office of whatever degree.

### **D. Employment of Professionals/Part-timers**

1. School physicians, dentists and lawyers are considered retainers and NOT employees, therefore, they are not entitled to SSS, Philhealth and Pag-ibig benefits nor to separation or retirement pay.
2. They must be covered by a contract renewable every school year. Below is a sample contract:

#### **RETAINER'S CONTRACT**

You are hereby retained as a school \_\_\_\_\_  
(Physician or Dentist) for the period of \_\_\_\_\_.  
Your retainer's fee is \_\_\_\_\_ inclusive of VAT which shall be subject to 10% withholding tax. Your days/hours of work shall be \_\_\_\_\_.

Since you are not an employee of the school, you will not be covered by SSS, Philhealth and Pag-ibig. You will not be entitled to Retirement pay or any of the benefits normally granted to Employees.

3. Part-timers must be covered by a contract renewable every semester or school year.

### **5. Re-Hiring**

In cases where a former employee has voluntarily resigned but wishes to be re-employed, his/her application will be treated as a new applicant, subject to the usual pre-employment procedures. The school reserves the option to determine the rank of such employee.

### **F. Hiring Rates**

All employees start with the hiring rate according to classification and rank.

**IV. ORIENTATION OF NEW EMPLOYEES**

Purpose : To familiarize the new employee with the school policies and in order to gain his/her goodwill and respect for the school.

Policy : All new employees of the school must be given proper orientation before they are allowed to start working to ensure that they are welcomed properly and oriented on the set-up, policies, facilities and rules in the company.

Procedure:

1. On the first day of work, a new employee must report to the HRD Office for orientation and accomplishment of necessary papers.
2. The HRD Associate prepares the orientation checklist and orients the employee on the organizational set-up of the school, its policies, benefits, rules and regulations.
3. After orientation by HRD Associate, the new employee shall be brought to her/his unit head.
4. The unit/office head will introduce the new employee to the other workers and orient him/her about his/her work and internal rules and policies.