Purpose and Goal

This policy is to ensure compliance with the Head Start reauthorization regulations related to the recruitment, hiring, compensation, evaluation and termination of positions designated as "Key Personnel". This policy applies to MAAC's President/CEO (Executive Director), the Head Start Director, the Chief Fiscal Officer, the Human Resources Director and any other person in an equivalent type of position with MAAC.

Background


The Head Start reauthorization expanded the positions, identified by Head Start as "Key Personnel" for which there are specific personnel related requirements that must be adhered to.

Role of the Board/Role of the Head Start Policy Council

Shared decision making is an essential element in all Head Start programs. This shared decision making process includes the Policy Council in approving personnel policies and procedures, including those policies and procedures related to the hiring, evaluation, compensation, and termination of an agency's Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency.

The Board and the Policy Council have specific responsibilities in recruiting "Key Personnel". The Policy Council is required to approve and submit to Board decisions about program personnel policies and decisions regarding selection of program staff (consistent with the Board's authority regarding the Executive Director, Head Start Director, Human Resources Director, Fiscal Officer, and equivalent agency positions), including standards of conduct and criteria for employment and dismissal of program staff.

The MAAC Board determines and designs the recruitment process for hiring a President/CEO Role of the Head Start Regional Office

In addition, Part 74.25(c) (2) and Part 92.30(d) (3) of the Act, now provides the federal granting agency with authority to approve the hiring of key personnel when such persons are specified in the grant award.

For those positions where salaries are covered principally (i.e.; greater than 50%) by the Head Start grant, and identified as "Key Personnel" in each Head Start grantee's grant award, grantees are expected to notify the regional office prior to making a job offer to any staff identified as key personnel. Included in this notification should be the name of the person being recommended to be hired, the process used to recruit for this job and why this person was determined to be the most qualified. The role of Regional Offices is only to assure that a reasonable process was used by the grantee in seeking to fill this position and that the person recommended for hiring is qualified for the job.

Compensation Restrictions for "Key Personnel"

Head Start provides specific restrictions on the compensation level of "Key Personnel" if any Head Start grant funding is used to pay the compensation of an individual, either as a direct cost or any pro-ration as an indirect cost, at a rate in excess of an Executive Level II employee pursuant to ACYF-PI-HS-08-03.
Hiring, Evaluation, Termination and Compensation of the President/CEO

Executive Director

The hiring, compensation, evaluation and termination of the President/CEO (Executive Director) shall be governed by applicable laws and regulations regarding Head Start/Early Head Start and shall be consistent with this policy. Each of these functions is subject to approval by both the Policy Council and the Board of Directors.

The Human Resources Director shall oversee the recruitment, application and selection process for the President/CEO (Executive Director) as described in this policy. The final decision regarding the hiring into the position of the President/CEO (Executive Director) and termination from the position shall be subject to both the Policy Council and Board of Directors approval.

The Board Chair shall be responsible for facilitating the President/CEO (Executive Director) introductory period, his/her annual performance evaluations and the determination of the compensation of the President/CEO (Executive Director).

President/CEO Recruitment Process

The MAAC Board shall determine and design the recruitment process for hiring a President/CEO (Executive Director). The Board shall include the following components in its hiring process:

- Identify and/or create a Search Committee, including identifying an individual as Chair, to facilitate and provide oversight and/or direction for designated Human Resources staff for the recruitment process.

- The Head Start Policy Council member, or his/her designee, that is appointed to the Board of Directors shall participate as a member of the Search Committee.

- The recruitment process may be conducted by MAAC’s Human Resources Department or by an external recruiter selected by the MAAC Board of Directors.

- The recruitment process shall involve Stakeholder Outreach that may include, but is not limited to the Policy Council, parents of Head Start children, MAAC employees (Head Start and other programs), and key community partners.

- Outreach to external Stakeholders, as deemed appropriate by the Committee, shall be accomplished by phone, through emails, advertising, fliers, media ads, meetings and/or any other outreach methodology identified by the Search Committee.

- The Search Committee shall meet regularly with Human Resources and/or the Search Consultant.

- The Search Committee shall participate in reviewing and interviewing qualified candidates.

- The Search Committee shall provide the Board with ongoing updates to the search process. The Policy Council member assigned to the MAAC Board shall provide ongoing updates to the Policy Council.

- The Search Committee shall identify and recommend final candidates for interview by the full Board of Directors.

- The Board of Directors will interview candidates and make the final selection and submit the name of the final candidate to the Head Start Policy Council for approval.
The Committee Chair, or his/her designee, shall notify the Head Start regional office prior to making a job offer for the President/CEO (Executive Director). Included in this notification should be the name of the person being recommended to be hired, the process used to recruit for this job and why this person was determined to be the most qualified. Regional Offices will take no more than a few days to respond to the grantee's proposal.

Once all approvals are in place, the final candidate can be notified.

**Hiring, Evaluation. Termination and Compensation of the Head Start Director, Fiscal Officer, and the Human Resources Director**

The hiring, compensation, evaluation and termination of the Head Start Director, Fiscal Officer and Human Resources Director shall be governed by applicable regulations regarding Head Start/Early Head Start and shall be consistent with this policy and any other policies described for hiring, performance evaluation, compensation, and termination.

The President/CEO (Executive Director) shall oversee the recruitment, application and selection process for the Head Start Director, Fiscal Officer and the Human Resources Director.

The final decision regarding the hiring into the position of the Head Start Director, Fiscal Officer and Human Resources Director shall be subject to both Policy Council and the President/CEO (Executive Director) approval.

The Board of Directors must also approve the selection of the Head Start Director.

Termination of the Fiscal Officer and Human Resources Director shall be determined by the President/CEO (Executive Director).

Termination of the Head Start Director shall be determined by the President/CEO (Executive Director) and subject to approval by the Policy Council and Board of Directors.

The President/CEO (Executive Director) will be responsible for the introductory period, annual performance evaluations and the determination of the compensation for the Head Start Director, Fiscal Officer and the Human Resources Director.