Aleutian Housing Authority

Authorization to Recruit

1. Purpose: Approval of advertising and/or posting of AHA employment opportunities (Please attach job description, compensation, program to be charged, and specify where position is to be advertised/posted, etc.

2. Document Deadline: 10/15/21
(Date Authorization to Recruit Form to be returned to Initiator)

3. Document Initiated by: Kennedy Serr (Employee Name) 10/14/21 (Date)

4. Routing Instructions

Employees in **bold** must sign off prior to new position being posted and/or advertised.

Document Received by: Employee Name	Initials	Date		Document Routed to: Employee Name	Date
1. Viola Yatchmeneff			>>	Erin Wilson	
2. Erin Wilson			>>	Eric Hoover	
3. Finance Director			>>	Choua Yang	
4. Choua Yang			>>	Kennedy Serr	

Position Description: Laborer

Compensation: $18-$22

Employment Classifications: Temporary
(Regular Full-Time, Regular Part-Time, Temporary)

If Employment is Temporary: Term
(Mixed Work Schedule, Term, Intermittent, Seasonal)**

Exempt or Non-Exempt: Non-Exempt

Program to be Charged: Various

Position Advertised, and where: Website, Facebook, Community
(Newspaper, Website, Internet Site, Community) Date Posted

OTHER
(Professional, etc) Date Posted

* AW = Areawide

Regular Full-time: An employee who works MORE than 32 hours/week, with a prearranged regular work schedule, generally based on 52 weeks/year, and hired for an indefinite period of time. Regular Full-Time employees are eligible for benefits as set forth in this Policy.
Regular Part-time: An employee who works 32 hours/week or less, with prearranged regular work schedule generally based on 52 weeks/year and hired for an indefinite period of time. . Regular Part-Time employees are eligible for limited benefits as specifically set forth in this Policy and as required by law.

Temporary Employee

Mixed Work: Employees who work, under an appointment generally limited to one year or less and are generally expected to work a mixed work schedule, combining periods of full-time, part-time and intermittent tours of duty during the year.
Term: Employees appointed to complete or assist with a particular project and then be terminated.
Intermittent: Employees who do not have a prearranged regular work week, and are generally hired with the expectation that work will be 'so sporadic and unpredictable that a tour of duty cannot be scheduled in advance.'
Seasonal Employees: Employees who work on an annual recurring basis for periods that are expected to last less than twelve months.

All employees who have not completed the probationary employment period, if any, are Probationary Employees