

## **EMPLOYMENT OF PERSONNEL**

Puget Sound Educational Service District (PSESD) recognizes an effective and efficient staff is necessary to provide optimum service to its member districts. Each employee provides a vital and important contribution in helping the PSESD fulfill its mission.

Personnel shall be hired in accordance with PSESD policies. Qualified applicants for position vacancies that meet the established criteria shall be considered for employment.

Recruitment and selection processes shall be administered by the Human Resources & Organizational Development Department. All matters pertaining to recruitment, selection, and assignment of personnel shall be authorized by the Superintendent or designee.

No employee will be placed in a position wherein direct administrative or supervisory authority is exercised by a close relative or by any other relative residing in the same household. A close relative is defined as a parent, sibling, spouse/domestic partner, child, mother/father-in-law, or brother/sister-in-law.

No relative of an employee shall be shown preference for employment in either a temporary or regular position.

Job descriptions are designed to identify typical functions generically descriptive of the work performed in like positions. Each job description shall contain a title, department, supervisor, purpose and essential functions.

Each employee will be assigned to a regularly scheduled work week in accordance with established policy.

Notification of available positions shall be made to enable employees to be considered for new or vacant positions. When applicable, position openings will be posted so current employees receive consideration for employment. Employees must complete their probationary period prior to being considered for available positions.

The Superintendent may appoint Assistant Superintendents, Executives and such other personnel as may be necessary. The Superintendent shall confer with his/her Cabinet prior to appointing internal candidates to vacated positions. The superintendent will assure that personnel appointed to vacant positions meet the qualifications established for the position(s) and any applicable certification requirements. The superintendent shall uphold the agency's commitment to racial equity and non-discrimination.

Adopted: September 1979

Revised: September 1980

Revised: July 1986

Revised: May 1994

Revised: February 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References:     Operating Policy No. 1000 – Non Discrimination  
                          Operating Policy No. 1010 - Racial Equity Policy

Legal References:     RCW 28A.310.250 Certificated employees of district — Contracts of  
                          employment — Nonrenewal of contracts — Notice.