

Davis School District Policy and Procedures

Subject: 2HR-001 Recruitment and Selection
Index: Human Resources – Employment Procedures
Revised: September 4, 2018

1. PURPOSE AND PHILOSOPHY

This policy provides employment procedures for personnel recruitment, screening, and selection recognizing that personnel is the most important resource within the Davis School District (District) for effectively conducting a quality learning program. To insure the employment of qualified candidates, the Human Resources Department (“HR”) recruitment and selection procedures shall:

- 1.1. Provide uniformity and equity in applying human resource policies and benefits that consider equal employment opportunity, affirmative action, and public relations.
- 1.2. Supervise and direct the recruitment and evaluation of employees to augment District efforts and resources in selecting qualified employees.
- 1.3. Establish procedures that provide both outside candidates and current District employees with equal access to job openings, inquiries, application, and selection.
- 1.4. Recognize all requirements set forth in applicable negotiated agreements.

2. RECRUITMENT AND SELECTION POLICY

- 2.1. It is the intent of the Board of Education of Davis School District (Board) that recruitment and selection procedures provide a positive experience for applicants and result in the employment of qualified personnel. It is also the intent of the Board that all provisions of applicable negotiated agreements and District Policy 2HR-200 Equal Employment Opportunity Policy be observed in job announcements, applications, and during the recruitment and selection process.
- 2.2. Davis School District (District) is committed to providing applicants an environment that is free from unlawful discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and pregnancy-related conditions), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information.

3. EMPLOYMENT SELECTION PROCEDURES

The District shall comply with the requirements of U.C.A. Title 34, Chapter 46 Employment Selection Procedures Act, related to restrictions on the collection of information; and retention, disposition, access and confidentiality of information gathered in the selection of employees.

4. GENERAL PROCEDURES

4.1. Identification of Vacancies

- 4.1.1. The Superintendent shall identify District staffing requirements.
- 4.1.2. Assistant Superintendents or School Directors shall supply HR with a report identifying staffing position approvals.
- 4.1.3. When a department or school is ready to fill a vacancy, they shall submit a recruitment request to HR. The requisition may include:
 - [a] the type of position;
 - [b] key responsibilities;
 - [c] minimum job requirements;
 - [d] reason for opening; and
 - [e] any special considerations applicable to the vacancy (for example, full or part-time positions).
- 4.1.4. HR shall verify that the position has received approval and start the recruitment

process.

4.2. **Recruitment and Application**

- 4.2.1. HR shall generate a position announcement for all vacancies, except for positions that are temporary, seasonal, positions approved for an increase in authorized hours, or classified positions that require an average of fewer than 20 hours per week. The District shall arrange for any additional recruitment, testing, advertising, etc. as may be required. The position announcement shall include:
 - [a] a brief description of the position;
 - [b] a statement of when and how to apply;
 - [c] the closing date of the position;
 - [d] the location of the opening, if applicable;
 - [e] an EEO (equal employment opportunity) statement; and
 - [f] any special considerations about the position.
- 4.2.2. If a position (or a position with the same job description) was open within the last three months, candidates from the existing register or pool may be considered for the position.
- 4.2.3. Job announcements may not show a preference for or discourage someone from applying for a job because of his or her race, color, religion, sex (including pregnancy, childbirth, or pregnancy-related condition), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information unless, the otherwise illegal discrimination is a bona fide qualification that is reasonably necessary for the normal performance of the duties of a particular occupation.
- 4.2.4. All applications shall be submitted to HR through the District web-site
- 4.2.5. HR staff shall:
 - [a] respond promptly to all inquiries about current or expected openings and possible employment opportunities;
 - [b] establish specific application requirements; and
 - [c] evaluate all applications for minimum qualifications and/or certification.
- 4.2.6. Any misrepresentation, falsification, or material omission in the employment application or in other information provided by persons throughout the hiring and employment process, may result in:
 - [a] exclusion from further consideration for employment; or
 - [b] voided employment from its inception.

4.3. **Selection**

- 4.3.1. The principal or District supervisor shall consult with HR concerning screening techniques and inform HR staff of the candidates they have interviewed.
 - [a] Schools or departments are responsible for checking applicant references and **shall obtain references** and a discipline record from prior employers of an individual before hiring the individual to work as an educator; or
 - [b] in a school, if the individual would have significant unsupervised access to students.

An individual who, in good faith, provides a recommendation or discloses or receives information under this section is exempt from civil and criminal liability relating to that recommendation, receipt or disclosure in accordance with Utah Code Ann. [§53E-6-402\(4\)](#).
- 4.3.2. Solicited applications and related material, including interview notes, shall be maintained in HR for one year. Schools or departments are responsible for keeping documentation regarding their participation in the selection process (e.g., criteria used, notes on interviews) for one year. (See District Policy 2HR-300 Personnel Records)

- 4.3.3. All employment offers are contingent upon:
 - [a] the candidates' ability to show proof of their legal right to work in the United States, as established in District Policy 2HR-200 Equal Employment Opportunity Policy;
 - [b] successful completion of a background check as established in District Policy 2HR-201 Employee and Volunteer Background Checks and Employee Personal Reporting of Arrests, and
 - [c] other requirements indicated by HR at the time of the employment offer.
- 4.3.4. The Board retains the final authority to approve the employment of all personnel. The Superintendent shall recommend personnel for approval to the Board, which may or may not confirm the appointment of the recommended candidate.

5. Provisions Specific to Recruitment and Selection of Licensed Employees

In addition to the above General Procedures and the Davis Educators' Agreement, the following provisions apply to the recruitment and selection of licensed employees:

5.1. Application

Except in situations requiring that positions be filled immediately or filled through administrative action, vacancy lists or job announcements shall be posted on the District web-site at least (5) working days.

5.2. Transfers and Promotions

In applying for or processing transfers or promotions, teachers, principals, and supervisors shall follow the voluntary and involuntary transfer provisions outlined in the Educators' Agreement. Additionally, the following provisions apply:

- 5.2.1. Transfers are not encouraged during the school year.
- 5.2.2. District administration may transfer employees during the school year when it is determined the transfer is beneficial to students.
- 5.2.3. Before selecting a transfer applicant, the principal shall inform the applicant's current principal or supervisor.
 - [a] The two departments or schools involved shall agree on a suitable transfer date.
 - [b] Transfers usually occur within one (1) to three (3) weeks from date of job acceptance.
 - [c] Before informing applicants of their selection, principals or supervisors shall inform HR of the decision.
 - [d] Receipt of a transfer or promotion is not a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee shall return to his or her former position if he or she is unsuccessful in the new position.

5.3. Selection

- 5.3.1. The number of applicants interviewed is determined by:
 - [a] existing or expected vacancies;
 - [b] the number of qualified applicants; and
 - [c] resources available for conducting interviews.
- 5.3.2. The principal or District department supervisor shall:
 - [a] receive authorization to fill a teacher vacancy from their assistant superintendent or school director;
 - [b] consider transfer applicants; and
 - [c] contact HR to announce the position and request files of candidates.
- 5.3.3. The principal shall neither interview, recommend, nor employ any person

- [a] without a current application on file with HR.

5.4. **Appointment**

- 5.4.1. After interviewing candidates referred, the principal shall:
 - [a] select one of the applicants for hire or request additional referrals;
 - [b] inform the selected candidate that he/she has been recommended for hire to the District; and
 - [c] inform candidates not selected.
- 5.4.2. HR shall prepare and mail an acceptance form to the new appointee.

6. **PROVISIONS SPECIFIC TO RECRUITMENT AND SELECTION OF CLASSIFIED EMPLOYEES**

In addition to the above General Procedures and the Davis Classified Employees' Agreement, the following provisions apply to the recruitment and selection of classified employees:

6.1. **Transfers and Promotions**

- 6.1.1. When vacancies are announced, employees interested in a transfer or promotion may submit a completed application for the specific position to HR.
- 6.1.2. Involuntary Transfers or Reassignments
 - [a] Involuntary transfers or reassignments shall be made only after a conference between the employee involved and the principal or supervisor involved.
 - [b] The employee shall be notified of the reason or reasons for reassignment as specified by the Classified Employees Agreement.
- 6.1.3. Before selecting a transfer applicant the principal or supervisor shall notify the employee's current principal or supervisor.
 - [a] Within two (2) weeks from the selection date, the two departments or schools involved shall agree on a suitable transfer date.
 - [b] Transfers usually occur within one to three weeks from date of job acceptance.
- 6.1.4. Before making an offer of employment to the applicant selected, the principals or supervisors shall inform HR of the transfer applicant they wish to select.
- 6.1.5. Receipt of a transfer or promotion is not a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee shall return to his or her former position if he or she is unsuccessful in the new position.

6.2. **Selection**

- 6.2.1. HR shall provide to the principal or District supervisor a list of applicants who meet minimum qualifications for the position announced.
- 6.2.2. The principal, District supervisor, or HR Director may screen applicants, considering bona fide occupational qualifications by file review, reference check, personal interview, or other appropriate methods
- 6.2.3. The principal shall neither interview nor employ any person:
 - [a] without a current application on file with HR;
 - [b] not referred as a candidate by HR.
- 6.2.4. Principals and supervisors may request that HR re-announce job openings. These requests may be granted by the HR Director:
 - [a] when an insufficient number of applications are submitted; or
 - [b] when no fully qualified individual applies during the first announcement period.
- 6.2.5. Principals and supervisors may allow a vacant position to remain unfilled by not recommending any applicant for selection.

6.3. **Appointment**

When screening is completed, the principal or department supervisor may recommend a candidate for hire to the HR Director. The principal or department supervisor, or their designee, shall:

- 6.3.1. inform the selected candidate that he/she has been recommended for hire to the District; and
- 6.3.2. inform the candidates not recommended.

DEFINITIONS

"**Appointee**" means an employee whose salary, wages, pay, or compensation is paid from public funds.

"**Classified employees**" means all educational support employees, working under contract with a school district.

"**Licensed employees**" means any person, except the Superintendent, employed by the District who is required to hold a current professional certificate issued by the State Board of Education.

"**Employee**" means any person employed by the District including officials, managers, and supervisors.

"**Superintendent**" means the Davis School District Superintendent of Schools.

"**Transfer**" means a change in an employee's work location with an accompanying change in supervision (i.e., the employee reports to a different principal or supervisor). Transfers do not include promotions or demotions to different positions and do not include reassignments involving a partial change in an employee's assigned responsibilities.

REFERENCES

[Utah Code Ann. Title 34, Chapter 46](#) – Employment Selection Procedures Act

[Utah Code Ann. Title 53E, Chapter 6](#) – Educator Professional Licensure

[Utah Code Ann. Title 53G, Chapter 11, Part 5](#) – School District and Utah Schools for the Deaf and the Blind Employee Requirements

[Utah Administrative Rule R277-520](#) – Appropriate Licensing and Assignment of Teachers.

RELATED POLICIES

[2HR-200 Equal Employment Opportunity Policy](#)

[2HR-201 Employee and Volunteer Background Checks](#)

[2HR-300 Personnel Records](#)

[8DA Educators' Agreement](#)

[9CA Classified Employees' Agreement](#)

DOCUMENT HISTORY:

Revised: August 9, 2006 – Technical changes

Revised: July 14 – Added Section 3 Employment Selection Procedures to comply with change in State law.

Revised: September 22, 2010 (by consent) – As part of a five-year review, including a reorganization of the Table of Contents, policy was renumbered from 2HR-005 to 2HR-001. Changed certificated to licensed; compared with negotiated agreements, substantially reformatted.

Revised: September 19, 2014 – Technical Amendments made as part of a five-year review.

Revised: May 20, 2015 – Updated consistent with changes in State law. Sexual orientation and gender identity included as protected classes in employment decisions. Expands protection for pregnancy to childbirth and pregnancy related conditions. Requires check of references and discipline record prior to hiring.

March 8, 2018 - Education code references updated in accordance with 2018 recodification.

Revised: September 4, 2018 - Modified to comply with change in practice.