

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

5.4. Credentials

5.4.1. Those applying for a teaching position in Davis School District shall:

[a] show evidence they will possess a professional license applicable to the position by the effective date of their assignment; or

[b] otherwise meet the eligibility requirements for a temporary teaching credential established by the Utah State Board of Education (USBE).

5.4.2. Candidates without appropriate teaching credentials may be offered employment contingent upon being approved for a LEA-specific license. Recommendations for a LEA-specific license may be based on:

[a] limited availability of qualified candidates;

[b] completion of formal education and/or earned professional credential related to the teaching assignment; and

[c] practical career experience.

5.4.3. Educators employed with a LEA-specific license shall receive educator training and support in accordance with training requirements outlined in Utah Administrative Rule R277-301; and in alignment with the Utah Effective Teaching Standards described in Utah Administrative Rule R277-530.

[a]5.4.4. LEA-specific licenses, including LEA-specific endorsements, issued upon recommendation of the District will be subject to compliance with all requirements of Utah Administrative Rule R277-301.

5.4-5.5. Appointment

5.4.1-5.5.1. 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.

5.4.2-5.5.2. 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