

RECRUITING AND HIRING EMPLOYEES

Through its employment policies, the Brentwood Union Free School District shall attempt to attract, secure, and retain who will devote themselves to the education and welfare of the children attending the Brentwood Schools.

Recruiting/Posting Vacancies

The District shall seek qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications. Postings shall meet the certification requirements and other state qualifications. Postings for vacant positions must meet all contractual obligations and deadlines. (Article 30 of the BTA contract, Article 6 of the BPSO contract, Article VI of the CSEA contract, Article IX of the BPNA contract, Article VII of the BCA contract and Article 2 of the Local 237 contract.)

In addition, to further attract a wide range of talented and diverse candidates for professional positions (teachers and administrators), the District, will place job openings on the District website and make use of electronic media by posting open positions on online job posting websites (e.g., OLAS). All certificated/professional employment positions, as they become available, will be posted on the District's Web site (www.bufsd.org) and OLAS - Online Application System for Educators.

Job postings will be advertised by the District's Human Resources Department as far in advance as possible in an effort to ensure the District has a large, qualified and diverse applicant pool. All postings must be open for a minimum two-week period (14 days) within ninety-days (90) prior to appointment. Continuous recruitment postings for all teaching and administrative positions will no longer be permitted without Board of Education approval. Vacancies for teaching and administrative positions will be individually posted in conformance with protocols set forth in this policy and applicable collective bargaining agreements.

Teams of administrative staff, including the District's Diversity, Equity and Compliance Consultant will implement outreach strategies to pursue and recruit diverse candidates. The District's Human Resources Department must consult with the District's Diversity, Equity and Compliance Consultant, or his/her designee, before posting any vacancies for teaching or administrative positions.

Furthermore, the Superintendent, or his/her designee, must make a reasonable effort to interview qualified applicants, in conformance with protocols set forth in this policy and applicable collective bargaining agreements, who submit a resume in accordance with the procedures set forth in the job posting.

Recruiting and hiring shall be on the basis of individual qualification. The Board and its employees shall adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or New York State law.

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The Board will practice due diligence in finding the most qualified persons for any open positions. The Board recognizes that some specialized positions are difficult to fill because of shortages of qualified candidates. In rare instances, the Board may need to hire a retired public employee, in which case it will follow the Commissioner's regulations for securing a New York State Retirement and Social Security Law §211 waiver, as warranted. When recruiting for an open position, the Board will first undertake a thorough and good faith search for a certified and qualified individual who will not require such a waiver for employment.

Nothing in this policy shall violate existing contractual language of any of the District's bargaining units.

Recruiting and Hiring a Diverse Workforce

The District aims to hire a workforce reflective of its diverse community. While the District has always complied, and will continue to comply, with all applicable federal, state and local laws related to equal employment opportunities and non-discrimination, the District strives to take further steps to ensure it is hiring a qualified, diverse workforce that best meets the needs of its students. The District is committed to fostering diversity in order to enrich the educational experiences of its students through exposure to a workforce from many different backgrounds.

The District is committed to actively increasing the diversity of its workforce. The District strives to recruit qualified, diverse candidates using wide-ranging and creative techniques for any open positions to be filled in accordance with the Education Law, Civil Service Law, Suffolk County Civil Service Rules, and any applicable provisions contained in the District's collective bargaining agreements with its employees' unions.

Hiring

Through standard recruiting and hiring procedures, the Superintendent of Schools, with the assistance of the Office of Human Resources, shall assure that candidates for District employment (including current District employees) meet all the qualifications for the position sought. The Brentwood School District shall comply with all the requirements of the Education and Civil Service Laws, including any fingerprinting requirements. (See Policies #9220 and #9260)

All candidates for teaching positions, excluding student teachers, and substitute positions of a legally permissible duration MUST possess a:

- Valid teaching license indicating that the candidate has met all New York State qualifications and licensing criteria for the grade levels and subject areas he or she seeks employment.

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For employment in positions pursuant to the Civil Service Law of the State of New York, all persons must meet the applicable eligibility requirements and minimum qualifications set forth in the job descriptions promulgated by the Suffolk County Department of Civil Service. Applicants for Civil Service positions must be residents of Suffolk County. Initial consideration will be given to qualified employees of the school district. For promotional Civil Service positions, the District will follow the Civil Service Law as well as the applicable collective bargaining agreement.

The District will comply with all the requirements of the Education and Civil Service laws in its hiring practices, including any fingerprinting requirements.

Selection of employees is made pursuant to the District's standard screening process, interview process, reference check process, collective bargaining agreements, Education Law, Civil Service Laws, and other legal requirements. The selection process shall include a preference for District residents where candidates' skills, experience, and criteria used in the selection process are equivalent as deemed by the Superintendent and Board of Education.

For the purposes of this policy, all applicants/candidates for employment, including but not limited to, teaching, building level administrative, and central administrative positions, deemed by the Superintendent of Schools, with the assistance of the Office of Human Resources, to have met the minimal qualifications for the position during the initial application screening process (before interviews) will be eligible to proceed as "qualified" applicants/candidates during the interview process. The decision as to whether to interview the qualified applicant/candidate shall be within the discretion of the District's administration.

Additionally, the Superintendent of Schools, or his/her designee, will review all resumes received by the District and certify, in writing, to the Board of Education that all applicants who are recommended by the Superintendent or his/her designee to the Board of Education meet all of the pre-requisite certifications and/or conditions, and are fully qualified candidates. The Superintendent of Schools, through the Office of Human Resources, will assure that persons recommended for employment in instructional positions in the Brentwood School District meet all certification requirements and/or eligibility requirements as established by the Office of Teacher Certification.

Confidentiality

In order to maintain the integrity of the hiring process and to respect the privacy of candidates, all persons participating in the various hiring committees will be required to sign a BUFSD confidentiality agreement. This confidentiality agreement will be provided and maintained by the District's Human Resources Department.

New or Revised Positions

The Central Administration Team, with input from both the Brentwood Teachers Association (BTA) and the Brentwood Principals and Supervisors Organization (BPSO), will develop recommended qualifications for all new teaching and building-level administrative positions

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(including, but not limited to, principals and assistant principals) in the District and review the qualifications for all existing teaching and building-level administrative positions as necessary.

The Superintendent of Schools, through the Office of Human Resources, will refer all proposals for the creation or reclassification of non-instructional positions and a statement of the duties for these positions to the local civil service authority for classification. For those positions that are supervisory in nature, the Superintendent will consult with BPSO regarding any reclassification.

The Superintendent of Schools, in conjunction with the Office of Human Resources, will develop job postings that consider the recommended qualifications and job duties for all positions in the District. The Superintendent or his/her designee must identify the qualifications and duties for all new and existing instructional positions which shall be presented for final review and consideration by the Board of Education.

Central Administrative Positions

In the case of applicants for central administrative positions, the interview process shall include two (2) specific levels of interviews. Applicants selected for interviews will have an opportunity to meet with both the first-level interview committee and the second-level interview committee.

The first level shall include a committee of up to nine (9) members chosen by the Superintendent in consultation with the Board of Education including up to two (2) Board-appointed Brentwood community members from a Board-appointed list (who are not current District employees), one (1) representative appointed by BPSO, and one (1) representative appointed by BTA as per the collective bargaining agreement. Circumstances in which three (3) or more qualified¹ applicants have applied for the position, The first-level interview committee will report their recommendations of a minimum of three (3) candidates to be interviewed at the second level directly to the Superintendent.

The second-level interview committee will consist of a Board-appointed Central Administrative Team (including the Assistant Superintendent for Secondary Education, Programs and Policy; the Assistant Superintendent for Elementary Education; the Assistant Superintendent for Bilingual Education and Intake; the Assistant Superintendent for Finance and Operations; the Payroll/Human Resources Manager; and the Director of Special Services). The second-level interview committee will report their directly to the Superintendent.

In circumstances in which more than one qualified applicant has applied for the position, the Superintendent shall propose a minimum of two (2) individuals for consideration by the Board of Education, prior to recommending one individual for employment to the Board of Education.

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Building-Level Administrative Positions

In the case of applicants for building-level administrative positions, the interview process will include two (2) specific levels of interviews.

The first level will include a committee of up to nine (9) members chosen by the Superintendent in consultation with the Board of Education including up to two (2) Board-appointed Brentwood School District community members from a Board-appointed list (who are not current District employees), one representative appointed by BPSO, and one representative appointed by BTA as per the collective bargaining agreement. In circumstances in which three (3) or more qualified¹ applicants have applied for the position, the first-level interview committee will report their recommendations of a minimum of three (3) candidates to be interviewed at the second level directly to the Superintendent.

The second-level interview committee will consist of a Board-appointed Central Administrative Team (including the Assistant Superintendent for Secondary Education, Programs and Policy; the Assistant Superintendent for Elementary Education; the Assistant Superintendent for Bilingual Education and Intake; the Assistant Superintendent for Finance and Operations; and the Director of Special Services). In circumstances in which the first-level interview committee has recommended two (2) or more qualified applicants to be interviewed at the second level, the second-level interview committee will report their recommendations of a minimum of two (2) candidates directly to the Superintendent.

In circumstances in which more than one qualified applicant has applied for the position, the Superintendent will propose a minimum of two (2) individuals for consideration by the Board of Education, prior to recommending one individual for employment to the Board of Education.

Substitute Administrative Positions

The Superintendent has recommended, and the Board of Education has adopted, a list of pre-approved candidates from which the district may call upon as needed for substitute administrative positions.

In the case of new applicants for substitute administrative positions, a Board-appointed Central Administrative Team (including the Assistant Superintendent for Secondary Education, Programs and Policy; the Assistant Superintendent for Elementary Education; the Assistant Superintendent for Bilingual Education and Intake; the Assistant Superintendent for Finance and Operations; the Payroll/Human Resources Manager; and the Director of Special Services or their designee), along with one (1) representative appointed by BPSO, and one (1) representative appointed by BTA as per the collective bargaining agreement, will periodically conduct interviews to recommend individuals for substitute administrative positions to the Superintendent. The Superintendent will recommend individuals for Board of Education approval. Upon board approval, individuals shall be listed as pre-approved candidates from which the district may call upon as needed. The district shall make reasonable efforts to call upon all pre-approved candidates, so as to ensure equitable

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opportunity for each pre-approved candidate. Whenever possible, substitute administrators will be limited to holding only one assignment at a time.

Probationary Teacher, Per Diem, Permanent and Long-Term Substitute Teaching Positions

The applications of all qualified candidates for Probationary Teacher, Per Diem, Permanent and Long-Term Substitute Teaching Positions will be forwarded to the appropriate Assistant Superintendents and Director of Special Services as applicable.¹ Upon review and in consultation with the District's Diversity, Equity and Compliance Consultant, the applicable Assistant Superintendents and/or Director of Special Services will create a list of applicants to be interviewed and interviews will be conducted. At a minimum, interviews will be conducted by the applicable building Principal, Assistant Superintendents, Director of Special Services, or their designee, and individuals required by the applicable collective bargaining agreements. The applicants being recommended for hire at the conclusion of the interview process will be forwarded to the applicable² Assistant Superintendents and Director of Special Services or their designee for review and consideration; after which their collective and final recommendation to hire will be forwarded to the Superintendent.

The foregoing process shall not apply to teachers in a permanent substitute position which becomes a long-term leave replacement position.

Board Approval Required

While the Board may accept or reject a recommendation, an appointment will be valid only if made with the recommendation of the Superintendent. The Board must approve all individuals who are employed by the Brentwood School District. In the event that the Superintendent's recommendation is rejected by the Board, it is the duty of the Superintendent to make a new recommendation of an applicant not previously recommended for that position.

¹ For the purposes of this policy, all applicants/candidates for employment, including but not limited to, teaching, building level administrative, and central administrative positions, deemed by the Superintendent of Schools, with the assistance of the Office of Human Resources, to have met the minimal qualifications for the position during the initial application screening process (before interviews) will be eligible to proceed as "qualified" applicants/candidates during the interview process.

²The applicable administrators for elementary-level teaching positions are the Assistant Superintendent for Elementary Education; the Assistant Superintendent for Bilingual Education and Intake; and the Director of Special Services. The applicable administrators for secondary-level teaching positions are the Assistant Superintendent for Secondary Education, Programs, and Policy; the Assistant Superintendent for Bilingual Education and Intake; and the Director of Special Services.

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Final determination of an individual’s employment status shall be based solely upon a vote by the Board of Education. No person will be considered employed until a resolution to that effect has been approved by the Board.

In accordance with Education Law Section 3016(2), no person who is related by blood or marriage to any member of the Board of Education shall be employed as a teacher by such Board, except upon the consent of two-thirds of the members thereof to be determined at a Board meeting and to be entered upon the proceedings of the Board.

All applicants to the District, including existing employees seeking promotional opportunities, must complete form 9240-S and submit it with their employment application to the Office of Human Resources.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§ 621 *et seq.* (prohibiting discrimination on color, national origin, race, religion and sex)
Rehabilitation Act of 1973 (Section 504), 29 USC § 794 (Prohibiting discrimination on the basis of disability)
Title IX, 20 USC §§ 1681 *et seq.* (Prohibiting discrimination on the basis of sex)
New York State Constitution, article V, § 6 (Requiring public employees be appointed on the basis of merit and fitness)
Civil Service Law §§ 22, 40-44, 61(a) (Rules on classified positions)
Education Law §§ 913, 1604(8), 1709(16), 2503(3), 2509, 2554(2), 3012(1)(a), 3016(2)(Board’s authority to hire employees)
Education Law §§ 1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25) (Fingerprinting requirements)
Executive Law §§ 290 *et seq.* (Prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race or sex)
8 NYCRR § 100.3

Cross-ref: Policy #2510 Administrative Code of Ethics
Policy #8251 Code of Ethics for School Board Meetings
Policy #9220 Teacher Qualification
Policy #9260 Conditional Appointment and Emergency Conditional Appointment – Student Safety
Policy #9390 Rules & Regulations of the By-Law of the Board of Ed.
Policy #9395 Standards of Conduct for Officers and Employees

Approved by the Board of Education: 05/17/05
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EMPLOYEE NUMBER:	POSITION:
FIRST NAME:	LAST NAME:
SALUTATION: <input type="checkbox"/> MR. <input type="checkbox"/> MS.	HIRE DATE:
ADDRESS:	REHIRE DATE:
CITY:	STATE: ZIP:
<u>TEACHERS and ADMINISTRATORS ONLY: Are you certified by NYS Department of Education for the position for which you are applying?</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you related by blood or marriage to any full-time employee, part-time employee, or Board of Education Member of the District? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list their name, position, building and their relationship to you. *(Please read paragraph below)	
Name: _____ Position _____	Name: _____ Position _____
Building: _____ *Relationship to you: _____	Building: _____ *Relationship to you: _____
Name: _____ Position _____	Name: _____ Position _____
Building: _____ *Relationship to you: _____	Building: _____ *Relationship to you: _____
Name: _____ Position _____	Name: _____ Position _____
Building: _____ *Relationship to you: _____	Building: _____ *Relationship to you: _____

*It shall be the policy of the Board of Education that all employees who are hired, promoted and/or appointed to a position within the District after the effective date of this policy, November 21, 2013, and all consultants whose term commences after the effective date of this policy, shall submit to the Office of Human Resources, as a precondition to employment, promotion, appointment or engagement, a statement in the form prescribed by the Superintendent of Schools, which statement shall provide whether the proposed employee or consultant is *related by blood or marriage to any member of the Board of Education, to any Central Office administrator or director, to any building-based administrator or supervisor or to any other employee of the District.

SIGNATURE

DATE