

HIRING EMPLOYEES WITHIN THE DISTRICT

It is the policy of the Western Heights Board of Education to oversee the employment selection of its staff and to make final decisions on who is to be hired, the type of position to be filled, and the rate of pay for that position. The Superintendent and Personnel Director will promulgate procedures to recommend for employment by the Board of Education the most qualified person for the job consistent with Federal and State laws and regulations.

PURPOSE

To set forth the procedures for hiring employees within the Western Heights Independent School District.

PERSONNEL AFFECTED

- I. All District personnel who are applying for open positions within the District.
- II. Any applicants applying for positions with the District.

PROCEDURES

SELECTION POLICY:

The following general policy guidelines on the hiring of new employees and the promotion and transfer of current employees are for the purpose of placing the best available personnel into the most appropriate positions of service to the District.

In all cases, the person perceived to be capable of best performing the job in question will be selected. Selection decisions shall be based on the qualifications of applicants as determined by fair and practical selection methods.

The following procedures will be followed in locating personnel to fill full-time vacancies or new positions (emergency hirings which force elimination of some of the search components cited below may be allowed when an emergency situation is declared by the Superintendent):

I. Identify Position or Vacancy.

Western Heights District is committed to hiring the best people for any position available and is committed to placing individuals according to the needs of the students of WHPS. The district will consider the wishes of its teachers as vacancies occur and, secondly, will consider temporary teachers. A vacancy will occur when:

- A. Teacher resigns, first year temporary teachers released, additional teacher needed for other reasons (class size; board authorizes new program, etc).
- B. Principal may suggest and request transfer within affected school site to the superintendent prior to posting.
- C. Superintendent accepts or rejects transfer request.
- D. Superintendent may effect a voluntary or involuntary transfer from one site to another.
- E. Board/Superintendent may declare vacancy at which point a vacancy will be posted district-wide according to the negotiated agreement.

II. Develop or utilize established job description which shall include the following information:

- A. Duties and responsibilities of position.

- B. Minimum qualifications for position:
 - 1. Education.
 - 2. Experience.
 - 3. Equivalent qualifications.
- C. Salary range and benefits according to the District salary scale.
- D. Conditions of employment.

III. Recruitment of Applicants

- A. Internal Announcements - All existing personnel shall be notified of any vacancy that occurs and be given an opportunity to apply for the position. Announcements shall be posted in the administration building and at all school sites for a minimum of five days.
- B. External Announcements - Announcement of the vacancy may be advertised outside of the District upon approval of the Superintendent. When appropriate, these external announcements may include the following:
 - 1. Placement services of colleges and universities.
 - 2. Oklahoma Educational Clearinghouse.
 - 3. Contacts with individual prospects from current applications on file and other sources.
 - 4. News releases to the media concerning the vacancy.

IV. Applications

Applications for positions shall be submitted on forms provided by the Personnel Director in the manner specified in the applicable announcements. The District may cease accepting or processing applications at any time in accordance with administrative requirements.

Candidates should not apply for more than one vacancy at a time. All information submitted in connection with applications for school positions is subject to verification. The District may implement a postcard referral system for jobs not presently open.

V. Screening of Applicants

- A. Compare Minimum Qualifications to Applicant's Qualifications (It is recommended that an objective point scale be established wherein members of the Search Committee assign a point value for an applicant's various qualifications).
- B. Disqualification of Applicants:
 - 1. An applicant may be disqualified from consideration for appointment if he or she:
 - a. does not meet the qualifications deemed necessary for performance of the duties of the position involved;
 - b. has made a false statement of material fact on the application form or supplements thereto;
 - c. has committed or attempted to commit a fraudulent act at any point in the evaluation process;
 - d. is not a legal resident of the United States or is unable to show proof to be able to work at the time the application is made;

An applicant may be disqualified from consideration based upon other reasonable grounds relating to job requirements. Applicants who fail to provide sufficient information to validate prior work reference or skills may not be deemed as qualified as those providing such information.

A previous criminal record will be evaluated on a case by case approach based upon the type of position, the type of offense, the time transpiring since the offense and any other factors bearing on fitness to perform the duties of the positions without unduly exposing the District to liability. The Superintendent or designee shall make the final decision.

C. Interview of Selected Candidates

1. Search and Interview Committee Membership
 - a. The Search and Interview Committee will be established and chaired by the person who will serve as the potential employee's direct supervisor, or their designee.
 - b. Principles of selection for committee membership shall be:
 1. that the chair appoint at least one District employee who would report directly to the position under consideration;
 2. that the chair may appoint at least two other District employees;
 3. that gender and racial diversity should be considered when appointments or elections take place for committee members;
 4. that the District Personnel Director serve as an ex officio member.
2. The Superintendent should be informed of the date and time of any interviews and be offered the opportunity to visit with candidates being interviewed by the committee.
3. Following the interviews, the Search and Interview Committee will present the name of its top three candidates, in rank order, to the Superintendent for review.

D. Recommendation of Best Qualified Applicant

Following consultation with the chair of the Search and Interview Committee and the Personnel Director, the Superintendent will present one of the top three finalists to the Board of Education for confirmation or rejection; cancel the filling of the position; or call for a new search should a violation in policy or affirmative actions procedures so dictate.

VI. Reasons for Selections and Rejections

- A. Identify and record reasons for selecting the successful applicant(s).
- B. Identify and record reasons for the rejection of all applicants not selected. (If an objective point scale is used to screen applicant, this record will serve as the basis for selection or rejection).
- C. Return results to the Director of Personnel

VII. Review and Notification

- A. Review selection procedure to ascertain Affirmative Action compliance prior to actual appointment of applicant. The Personnel Director will review the procedures used in the selection process to see that compliance regulations have been followed.
- B. The Chair/Personnel Director will notify all applicants not selected that the position has been filled.

VIII. Exception to Interview Process

- A. Previous filled positions need not have three recommendations to the Superintendent if the recommendation is that of the person occupying said position.

OTHER EMPLOYMENT RELATED POLICIES:**A. NEPOTISM**

No employee may directly supervise or be supervised by a member of his or her immediate family. Immediate family includes husband, wife, son, daughter, father, mother, niece, nephew, uncle, aunt, immediate in-laws, or anyone living in the same household as the applicant or employee.

The Superintendent may waive the nepotism policy in special circumstances where the public would not be adversely affected. The Search and Interview Committee is expected to safeguard the use of this "common sense" nepotism policy. In cases where an applicant is related to a member of the Search and Interview Committee, the member will disqualify him/herself from participation in the oversight function.

B. PROMOTION POLICY

A promotion is the assignment of an employee from a position in one class to a position in another class having a higher starting salary and greater responsibility. Promotions are handled in the same manner as new hires.

It shall be school policy to provide promotional opportunities to qualified employees whenever possible. Opportunities for promotion across department and program lines shall be maximized.

Consideration for promotion shall be limited to regular employees who have completed their probation periods, except that temporary employees may be considered for promotion to other temporary appointments in their field of work. Employment following such promotion shall not automatically extend beyond the duration of the previous temporary appointments.

C. TRANSFER

A transfer is the assignment of an employee from one position to another.

A transfer not involving promotion may be effected at any time upon written request of the employee to the department or program head(s) involved or may be effected for administrative convenience, provided that the employee is qualified to perform the duties of the position to which the transfer is contemplated.

D. VOLUNTARY DEMOTION

A demotion is the transfer of an employee from a position in one class to a position in another class having a lower starting salary.

With the approval of the Superintendent or designee, an employee may be demoted at his or her own request when such form of transfer would be to the advantage of the employee and the school. Voluntary demotion shall not be considered disciplinary action or disqualify the employee from consideration for later advancement.

E. PROBATION - SUPPORT EMPLOYEES

New employees must successfully complete a probationary period of six months from the date of employment before becoming "regular" employees of the school. The

probationary period shall be used to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs. Only those employees who satisfactorily meet performance standards during the probationary period shall be retained in their positions. If additional evaluation is deemed necessary, the probationary period may be extended by the employee's immediate supervisor subject to approval by the Personnel Director for a period not to exceed four additional months. A newly hired probationary employee may be separated, terminated, or transferred at any time during the probationary period when his or her quality of work is judged insufficient to merit continuation in the position, or when insufficient funds or workload is available to warrant the additional employee.

F. RESIGNATION

A resignation is the formal renouncement or relinquishment of an office or position. A resignation may be accomplished by written notice to the Principal, the Supervisor, the Personnel Director, or Superintendent of Schools. At a minimum, a resignation should provide two weeks notice to the District. It is the policy of the Western Heights Board of Education that a resignation is effective upon Board approval.

G. Newly-promoted employees must also serve a four month probationary period even though they are already "regular" employees of the school. A newly-promoted employee shall be returned to his or her former type of position upon failure of probation, but shall not be disqualified from consideration for later advancement.

H. ALL EMPLOYEES SUBJECT TO BOARD CONFIRMATION. All employees are considered temporary and work at the will of the Western Heights Board of Education until they are confirmed by the Board of Education. Until confirmation by the Board, there are no tenure provisions, property right provisions, or continuing contract provisions associated with this temporary employment and the employee may be rejected by the Board without cause.

ALL EMPLOYEES SUBJECT TO FELONY RECORD SEARCH. All employees hired by the district will consent to a felony record search. This process is currently done by Accu-fax and is at no cost to the prospective employee. Employment is considered temporary pending results of an acceptable record search.

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