

EMPLOYMENT PROCEDURES

I. PURPOSE

The purpose of this policy is to outline the school district's employment procedures including recruiting, posting, selecting, and hiring of employees.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services. The district is committed to attracting, employing and retaining quality individuals to serve the community and implement the district's mission and vision. The district administration will be responsible for recruiting employees. Employment of regular full-time and part-time employees will require school board approval.

III. JOB POSTING AND RECRUITMENT

- A. General employment inquiries will be handled by the District Office.
- B. Job postings for all positions must receive the approval of the Superintendent. Building administrators or department supervisors must submit requests to post vacant positions to the District Office.
- C. All job postings will emphasize that the school district is an equal opportunity employer.
- D. Following any applicable employee reassignments or transfers, notification of all job openings will be posted for a minimum of five days unless specified differently in a negotiated labor agreement.
- E. Notification for position vacancies may be forwarded to employment agencies, colleges, universities, employment services providers, newspapers, internet web sites and other media as appropriate for the position. The depth of recruitment will be dependent on the specific job postings and the availability of identifying a strong candidate pool.
- F. All applications will be kept by the District Office for one year.

IV. JOB INTERVIEWING AND HIRING PROCESS

- A. The District Office will coordinate with building administrators or department supervisors in the determination of the qualifications required for a position. The qualifications may include licensure, experience, education, training and the district's needs.
- B. The District Office will generally process applications of all candidates for employment with the exception of applications submitted for employment via the District online hiring system.
- C. The building administrators or department supervisors will coordinate the review and identification of candidates to be interviewed.
- D. The building administrators or department supervisors will coordinate the candidate interview process and timeline. The coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. This coordination also includes determining the membership of the interview team. The interviewing team is advisory to the building administrators or department supervisors.
- E. The building administrators or department supervisors will be responsible for checking candidates' references and verifying employment experience.
- F. The building administrators or department supervisors will collaborate with the Superintendent in recommending a candidate for employment.
- G. The District Office will complete necessary background checks, and verify the candidate's licensure. Licensed candidates must provide their license to the District Office.
- H. After receiving the building administrator's or department supervisor's recommendation, the District Office will contact the candidate to set up an appointment to process the necessary employment forms. The District Office will prepare the candidate's recommendation for employment to be presented to the school board for approval.
- I. The District Office will coordinate arrangements seeking acceptance of the selected candidate that may include salary, benefits, a signed agreement between the candidate and employee, and an employment start date.
- J. The building administrators or department supervisors and District Office will coordinate efforts to inform all non-selected, interviewed candidates of the status of the employment search.

- K. The school board will approve employment for all regular full-time and part-time employees.

V. NEW EMPLOYEES

- A. The District Office will provide new employees with necessary personnel information.

VI. SUBSTITUTE EMPLOYEES

- A. Substitute employees are employees who complete job responsibilities on a short-term basis. The district administration will approve employment of substitute employees.
- B. The school district will advertise for substitute employees as needed. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.
- C. The District Office will maintain a current substitute candidate pool. The school district reserves the right to determine the selection process for hiring a candidate for a substitute position.

VII. SEASONAL AND CASUAL EMPLOYEES

- A. Seasonal and casual employees are employees who are employed over an extended period of time, not to exceed an established number of working days in accordance with their respective work agreement or Public Employee Labor Relations. Seasonal employees include employees teaching community education class offerings. The district administration will approve employment of seasonal employees. Employment as a seasonal or casual employee is subject to an acceptable background check.
- B. The building administrators or department supervisors and the District Office will collaborate on the interview and hiring process for seasonal and casual employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.

VIII. TERMS AND CONDITIONS OF EMPLOYMENT

The school district negotiates labor agreements and policies for various employee groups and bargaining units. In accordance with the Public Employment Labor Relations Act of 1971, copies of all agreements and policies are maintained in the district human resources office.

Adopted and Approved: 07/13/09
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