

## **EMPLOYEE RECRUITMENT AND RETENTION POLICY**

### **I. Policy Statement**

The BWRSD is committed to empowering the superintendent of schools with the care and supervision of all schools within the BWRSD, including the appointment of principals and personnel at each school, as well as the appointment of administrators and other personnel not assigned to individual schools within the BWRSD, pursuant to R.I. Gen. Laws § 16-2-11. The BWRSD is concurrently committed to allowing the principal of each individual school within the BWRSD to be the educational manager of their school, subject to the supervision and direction of the superintendent, including empowering principals with the authority to recommend the hiring of all personnel assigned to the school to the superintendent pursuant to R.I. Gen. Laws § 16-2-11.1.

### **II. Legal Authority**

Rhode Island General Laws § 16-2-11 delineates the powers and duties of the superintendent of schools, including with respect to the appointment of personnel within the BWRSD. Rhode Island General Laws § 16-2-11.1 delineates the powers and duties of school principals, including with respect to the recommendation of appointment of personnel within their individual school.

### **III. District Protocol**

The BWRSD shall adopt the following protocol with respect to the hiring of personnel:

#### **A. Teachers and Other Personnel at Individual Schools**

- (1) The principal at each school shall recommend the hiring of all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the school, to the superintendent. Said recommendations shall be made in consultation with leaders of the site-based school improvement team and consistent with district personnel policies, collective bargaining agreements, and budgetary restrictions and may not interfere with the layoff or recall rights provided in collective bargaining agreements and R.I. Gen. Laws § 16-13-6.
- (2) The superintendent shall appoint, at the recommendation of the principal, personnel at individual schools.
- (3) Compensation for personnel assigned to individual schools, who are members of a collective bargaining unit, shall be determined in accordance with the collective bargaining agreement under which they fall.
- (4) Compensation for personnel assigned to individual schools, who are not covered by a collective bargaining agreement, shall be determined by the School Committee.

- (5) The School Committee shall be responsible for entering into a contract of employment with personnel assigned to individual schools, who are not covered by a collective bargaining agreement.

**B. School Principals**

- (1) The superintendent shall appoint the principals within the district.
- (2) Compensation for school principals shall be determined by the School Committee.
- (3) The School Committee shall be responsible for entering into a contract of employment with school principals selected by the superintendent.

**C. Administrators and Other Personnel Not Assigned to Individual Schools**

- (1) The superintendent shall appoint administrators and other personnel not assigned to individual schools within the district. Consideration should be given to inviting a School Committee member to take part in interviews for Central Office staff.
- (2) Compensation for administrators and other personnel not assigned to individual schools, who are members of a collective bargaining unit, shall be determined in accordance with the collective bargaining agreement under which they fall.
- (3) Compensation for administrators and other personnel not assigned to individual schools, who are not covered by a collective bargaining agreement, shall be determined by the School Committee.
- (4) The School Committee shall be responsible for entering into a contract of employment with administrators and other personnel not assigned to individual schools, who are not covered by a collective bargaining agreement.

**IV. Recruitment and Selection**

**A. Posting of Position Openings**

The Human Resources Office will post all positions through the approved District online recruitment service provider.

**B. Application Process**

Completed applications shall be processed after all related materials, i.e., transcripts, reference statements, and evidence of certification or eligibility for certification have been received by the Human Resources Office through the on-line recruitment service and/or RIDE notification. Each applicant shall be notified periodically of the need for

such related materials before the application can be processed further. Applications for employment will be kept on file for one fiscal year only (July 1 – June 30).

### **C. Interview Process**

The administration shall select a team to participate on the Interview Team. The interview process may include, but is not limited to an in person or virtual interview based on questions relevant to the position and specific context of school or district. Qualified candidates residing in Bristol or Warren shall be granted an interview if they have not been interviewed within the past year. A demonstration of an instructional lesson or other performance based task may also be included.

### **D. Personnel Appointment**

At the school level, Principals shall submit a recommendation form to the Human Resource Manager with the name(s) of the candidate(s) to be hired. The Superintendent shall appoint all other staff. All personnel appointments must be reported to the School Committee on a monthly basis.

### **E. Reference Check**

Reference verification shall be conducted by the Human Resource Office and. Prior to the acceptance of employment, all hires must submit:

1. BCI (Background Criminal Investigation)
2. W-4 and I-9 forms
3. Mantoux (PPD) skin test (tuberculosis) must be completed within twelve (12) months and other testing as required from time to time by RIDE or the Department of Health Evidence of appropriate certification from RIDE
4. Evidence of appropriate prior certification experience
5. Evidence of Highly Qualified status

### **V. Conformance**

This policy shall be in strict conformance with the rules and regulations promulgated by the Rhode Island Department of Education and the Rhode Island Board of Regents for Elementary and Secondary Education, as well as the relevant Federal and State law as amended from time to time. In the event of a conflict between the stated terms of this policy and such rules and regulations, this policy shall be considered automatically amended to be in conformance therein.

**Revised:** May 24, 2021  
February 23, 2015  
**Adopted:** July 18, 2011

#### **Legal References:**

- 1 R.I.G.L.16-2-9(3), (14), (15) and 16-2-11(a)(4).
- 2 BEP G-15-1.2(c).
- 3 BEP G-15-2.2(a).