

# P-13: Administrative Procedures

## Hiring



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### REFERENCES

- [Board Policy P-13: Hiring](#)
- [29 U.S.C. §201 et seq., Fair Labor Standards Act](#)
- [Utah Code Ann. §53G-11-410, Reference check requirements for LEA applicants and volunteers](#)
- [Board Policy C-1: Family and Community Engagement](#)
- [Board Policy P-3: Nepotism Prohibited](#)
- [Common Agreement for Classified Employees and the Salt Lake City School District](#)
- [Salt Lake Association of School Administrators Written Understanding](#)
- [Salt Lake Education Association Written Agreement](#)
- [Salt Lake City School District Employee Handbook](#)
- [Shared Governance](#)

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### DEFINITIONS

**Employment candidate/applicant:** Any person who has applied for a job within the district using the district’s applicant tracking system.

**Hiring manager:** A district employee who oversees and implements hiring processes as outlined in these administrative procedures for their respective area of supervisory responsibility.

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### PROCEDURES FOR IMPLEMENTATION

#### I. Job Posting

- A. In accordance with the district’s various negotiated employee group agreements, the Human Resource Services department (“HRS”) will post available jobs through the district’s online applicant tracking system.
- B. Jobs will be posted to recruit a wide range of qualified applicants.
- C. Job postings may include, but are not limited to the following information:
  - 1. work location;
  - 2. benefits eligibility;
  - 3. salary schedule;
  - 4. Fair Labor Standards Act (“FLSA”) status;
  - 5. job summary;
  - 6. essential job duties;
  - 7. minimum qualifications;
  - 8. preferred qualifications;
  - 9. work environment; and
  - 10. non-discrimination statement.
- D. Job postings may be subject to specific conditions outlined within any applicable written agreement for a district employee group.
  - 1. The Common Agreement governs certain positions within transportation, child nutrition, buildings and grounds, and various office personal positions.
  - 2. The Salt Lake Education Association (“SLEA”) Written Agreement governs the employment of licensed educators.
  - 3. The Salt Lake Association of School Administrators (“SLASA”) Written Understanding governs the employment of district administrators.
- E. Job postings will open or close as directed by the Executive Director of HRS or their designee.
  - 1. Positions will be posted when an opening occurs; additionally, the district typically recruits for certain positions during the following time periods.
    - a. Teacher recruitment generally takes place from mid-March through mid-August.
    - b. School administrator recruitment generally takes place from January through May.
- F. All requests to post any job opening are subject to review and approval from HRS and Business Administration.
- G. The district’s online applicant tracking system is the exclusive method of receiving and reviewing employment applications. Individuals who apply on third-party sites will not be considered.

## **II. Recruitment and Screening**

- A. Recruitment and hiring of all employees will comply with all state and federal laws governing recruiting, employment, and promotion of personnel. The district is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, and its services, programs, and activities. To request reasonable accommodation, contact HRS at 801-578-8340. (See also, Board Policy G-12: Americans with Disabilities Act and its accompanying administrative procedures.)
- B. Administrators and HRS will actively work to recruit, employ, support, and retain culturally and linguistically diverse administrative, instructional, and support personnel.
  - 1. HRS should perform community outreach to diverse groups in order to recruit a diverse and qualified applicant pool.
  - 2. The district shall also strive to have its teacher and administrator workforce reflect the diversity of its student population.
- C. An employment candidate must complete an online application with HRS made available through the district's online applicant tracking system.
  - 1. Employment candidates shall furnish evidence, as required by the district, that they are physically and mentally fit to work.
  - 2. HRS may request applicants submit documentation verifying work experience, educational credentials, licensure, or any other claims included in the employment candidate's application materials.
- D. The district cannot employ any individual as a licensed educator if their license has been revoked or is currently suspended by the Utah State Board of Education ("USBE") or the licensing entity of another jurisdiction.
  - 1. The district will obtain verification from USBE's Comprehensive Administration of Credentials for Teachers in Utah School ("CACTUS") electronic file that an applicant's educator license has not been revoked or suspended.
- E. HRS is responsible for verifying that all employees have the qualifications, certifications, endorsements, and/or licenses (hereafter collectively referred to as "credentials") that are necessary for the employee to perform their job responsibilities.
  - 1. In some instances, employees will be granted additional time to complete, transfer, or obtain the necessary credentials.
  - 2. Employees who provide false information on their application regarding their credentials will be subject to discipline, up to and including termination.
- F. All recruitment advertising must be pre-approved by HRS and be posted through district-approved applications and resources.

## **III. Hiring Manager Responsibilities**

All hiring managers must comply with all federal, state, and local laws governing the recruitment and hiring of employment candidates. Hiring managers acknowledge their role and responsibility to maintain a fair and equitable hiring process to ensure equal opportunity for all employment candidates.

- A. All hiring managers are responsible for:
  - 1. conducting a fair and equitable hiring process;
  - 2. ensuring each notice of vacancy and hiring process complies with the written agreement of the applicable SLCS D employee group;
  - 3. complying with all HRS hiring procedures as directed by the executive director of HRS or their designee, including screening, interview, and selection checklists;
    - a. interview committees will be formed in accordance with the requirements of the written agreement for the applicable employee group;
  - 4. conducting an appropriate reference check before submitting a recommendation to hire;
  - 5. submitting all hiring documentation to HRS as requested by HRS staff and outlined in HRS hiring procedures;
  - 6. not pre-determining the outcome of a hiring process;
  - 7. ensure all unsuccessful applicants are notified that they were not selected for an interview or a position, as appropriate; and
  - 8. ensuring employment candidates hired for a position are assigned to appropriate duties that comply within the scope of the posted job description for which they were hired.
- B. Hiring managers make recommendations to hire employment candidates, all final hiring decisions and official offers are made by HRS.
  - 1. HRS is solely responsible for making all official employment offers.
- C. In determining whether an internal candidate should be transferred into a vacancy, the superintendent or designee will consider the level of disruption that will be caused to the various school communities.

**IV. Applicant Responsibilities**

- A. All applicants extended an offer of employment by HRS must:
  - 1. attend a new employee orientation;
  - 2. complete all assigned required training by the due date;
  - 3. pass a criminal background check; and
  - 4. complete and submit all new-hire paperwork and documentation to HRS.
- B. Applicants offered a contract position must sign and submit their contract offer within five business days of receiving an official offer of employment from HRS. Failure to submit a signed contract within five business days may result in HRS rescinding an offer of employment and voiding the contract.