

**Tumwater School District  
Board Policy**

**RECRUITMENT AND SELECTION OF STAFF**

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person in its educational programs, activities, or employment procedures and personnel practices, as required by state and federal law.

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs. Staff positions are established by the Board and new positions are established as needed. The superintendent sets the necessary skills, competencies, qualifications, education and experience for each position. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's screening, interview, reference check process and equity requirements. The Board and district communicate the district's commitment to hiring those people best prepared and able to improve student achievement.

Legal References:	RCW 28A.400.300	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	RCW 28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Notice — Opportunity for hearing
	43.43.830	Background checks — Access to children or vulnerable persons
	43.43.832	Background checks — Disclosure of child abuse
	WAC 162-12	Preemployment Inquiry Guide (Human Rights Commission)
	WAC 392-190-0591	Public School employment and contract practices - nondiscrimination
	AGO 62155.00 - No. 155	1961-62 Expenses of Applicants

P.L. 99-603

(IRCA) Immigration Reform and  
Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

Management Resources: 2014 – December Issue  
2012 – February Issue

**ADOPTED: November 24, 1992**

**REVISED: November 16, 1999; May 23, 2013; April 30, 2015**