# TEACHER RECRUITMENT AWARD PROGRAM POLICY

1. Teachers and non-management/confidential employees will be advised by the Personnel Office of the Teacher Recruitment Award Program and encouraged to seek qualified special education teachers from among acquaintances and while attending conferences and workshops.

2. When it is appropriate to do so, interested employees will be supplied with recruitment packets to assist them, through the Personnel Office.

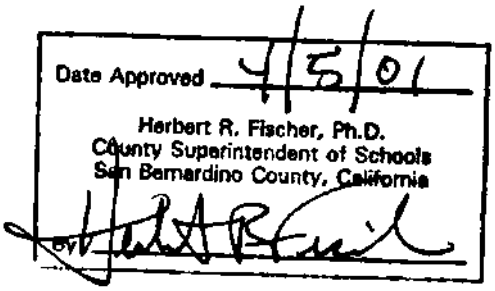
3. Personnel officers will meet with interested employees to provide appropriate recruitment materials and assistance in implementing the Teacher Recruitment Award Program.
   a. Open Day Teacher Meetings
   b. Prior to Personnel Office Recruitment efforts in the Partnership programs.
   c. Other recruitment efforts

4. Qualification for claimant to receive award:
   a. Currently employed by the County Superintendent of Schools under the exclusive representative bargaining agreement(s)
   b. Not classified as a management/confidential employee
   c. Submit completed claim form to the Personnel Office within 30 days of recruited special education teacher's first day of employment.
   d. Verification of recruitment by the Personnel Office

5. Verification by Personnel Office to include:
   a. Recruited teacher is employed by the County Superintendent of Schools
   b. Completed Claim Form - Teacher Recruitment submitted within 30 days of employment of the special education teacher
   c. Recruited special education teacher verifies recruitment by claimant

6. Business Office notified for payment of stipend to claimant

7. Claim denial will be predicated upon the following criteria: a.
   Prior claim by another claimant
   b. Pre-recruitment occurred by the County Superintendent of Schools' recruiters
   c. Prior employment with the County Superintendent of Schools by the recruited teacher
   d. Failure by claimant to meet required timelines
   e. Claimant is classified as either a management or confidential employee
   f. Other




*Approved: September 15, 1994*
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