

Selah School District – Employment Recommendation Form Reference Guide

This is a recommendation form only, and **no offer of employment** should ever be given to a candidate until this form has been approved in the District Office. Remember, no employee is hired until the Board approves the action.

Please submit the screening, interview and reference documents along with this recommendation form to the Human Resources office for review, processing, and filing.

Section A – Position Information

This section provides relevant data regarding the **name** of the recommended candidate, the **type** of position, the name of the position and the assignment, and where the position is located. **All recommendation forms must indicate the job number from the HRM Portal.** The **status** refers to the type of recommendation. When hiring someone not currently working for the district you would select New Hire unless they are only being hired as a substitute. The **start** date is the actual date the person will begin working in the position. The **Board** date refers to the date the Board will be taking action on the recommendation.

Employment Type:

Not required for substitute recommendation forms.

Regular – is for a permanent position only.

Supplemental – is used when hiring someone on a supplemental contract.

Long Term Substitute (Classified) - If the position is for less than 6 months they would be considered a long-term substitute, not a temporary employee. They are paid at the sub rate and are **not eligible** for leave or medical benefits.

****Please indicate an end date for the long term substitute position.**

Long Term Substitute (Certificated) – used when a position will be filled by a substitute for *more than* 20 continuous days in the same assignment. Beginning the 21st day in the same assignment the substitute employee will be placed on the negotiated salary schedule at the appropriate placement.

Leave Replacement – used for backfilling a teacher or paraeducator position where the employee is on leave – please indicate who they are replacing.

Coaching – used for hiring coaches.

Temporary – is when **classified employees** are hired for 6 months or longer and are paid at Step 1 of the salary schedule. They are eligible for leave and medical benefits. ****Please indicate an end date for the temporary position.**

Indicate Person Replaced or New Position – required

Account Code: please indicate the account code(s) as well as the hours/day and any relevant notes. E.g. a secretary position may require the number of days in the position defined. The total hours box is to be filled with the sum of all the hours to be worked each day.

Total Hours: please fill in the total number of hours (add all assignments)

Current Sub in the District: Please indicate whether or not the individual is currently a substitute for SSD

Section B – Hiring Authorization Information

Please fully complete all 6 boxes as applicable. Teacher endorsements must match the assignment – please indicate yes or no and explain if they do not. Board approval is required for teachers who are in assignments outside of their endorsement.

Paraeducators must be ESSA Compliant with the following:

- 1) HS Diploma **or** GED **and** one of the following
- 2) AA degree or higher; 72 quarter credits at the 100 level or higher; or a passing grade on the ETS Parapro Assessment.

Section C – Position Authorization

Please sign in the appropriate area and fill in today's date and time.