

Assignment and Transfer

1. Recruiting and Selection of Classified Employees

EASTERN shall employ and attempt to retain the best qualified employees. This shall be accomplished through careful consideration of qualifications, adequate salary and wage schedules, and other forward looking personnel policies.

2. Identifying Candidates

The Director shall use a wide range of sources to secure the most qualified applicants, which may include newspaper advertising, college placement offices, school visitation and other sources as necessary. Prospective applicants for positions in the system are encouraged to file applications which are kept in an active file for one (1) year from date received.

All applications will be stamped with the EASTERN seal when received and reviewed by the Assistant Director. Applicant interviews are to be held when there are probable vacancies. Efforts shall be made to interview all candidates from current staff for an available position.

3. Application

A standard application form shall be used for all candidates for positions with EASTERN.

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.

The Director or designee shall screen, interview, check references and recommend candidates for positions in their area of responsibility.

Applicants should apply to EASTERN using the application form for classified staff. When contact is made with the applicant, the individual is encouraged to submit a resumé or vita sheet. Upon receipt of application, the procedure is as follows:

- a) Upon receipt of application, which is dated and reviewed by the Director or designee, a letter is sent to the applicant verifying receipt of application. Applications will be placed in files by levels and/or content areas and will be reviewed periodically by the Assistant Director before being placed in the cumulative active file.
- b) Paper screening will be completed by the Director or designee.
- c) If current active file needs applicants, the Director or designee will implement procedures to obtain qualified applicants.
- d) When an opening occurs, the Director or designee conducts personal interviews and involves other EASTERN personnel to assist in this phase of the selection process. Upon selection of a candidate the following information shall be documented in a written memorandum:

- Person selected for employment
 - How many people were interviewed for the position
 - Documentation on veteran's preference requirements
 - References successfully obtained
 - When person is needed and agrees to begin work
- e) The Director or designee shall interview all candidates recommended for employment and as many candidates recommended for Long Term Substitute positions as time will allow.
- f) The Director or designee will set up a meeting with prospective employee to discuss salary, contractual obligations and employee security program.

4. Selection

The Director shall make the final selection for nomination to the Joint Committee upon recommendation of other appropriate EASTERN personnel. Candidates interviewed for the position and who are not appointed shall be so notified in writing by the Director or designee as expeditiously as time allows.

23 Pa. C.S.A. 6301
24 P.S. Sec. 406

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