

Cache County School District

Policy Series 5000: Personnel

Policy No. 5250

Hiring for New and Vacant Classified Positions

I. When a position opens in the District or a need arises to create a new position, the supervisor or principal shall submit a notification of position vacancy or availability to the Superintendent's designee or personnel office. (Notification shall be accompanied by the position title and a description of the duties and responsibilities, required knowledge and skills, outlining minimum qualifications of education and experience for vacant or new positions.)

II. The Superintendent's designee or personnel office shall post the opening where all District employees will be made aware of the opportunity for promotion, and copies of vacant or open positions will be sent to all District facilities for posting. The appointing authority shall provide, in all cases where practicable, that vacancies or new positions shall be filled by promotion on the basis of ascertained merit and qualification, thus, enhancing the District career service by providing upward mobility.

III. The community and labor market shall become the object of a recruitment effort utilizing newspaper ads, schools, and colleges, the District website, etc., after completion of the requirements specified in section "II" above.

IV. Equal effort shall be given to seeking applications from candidates who are members of minority groups.

V. All applications should be made on forms provided by the District. These forms will be kept on active file until January 1, of the following year. Applicants who desire to have their application reactivated should notify the District personnel office after January 1st.

VI. All applications may be reviewed by the personnel office.

- A. The applicant(s) best qualified will be submitted to and scheduled for interviews by a committee consisting of, but not limited to, appropriate relevant supervisors and personnel.**
- B. Following the interview(s) an offer of employment may be extended to the successful applicant(s), subject to District policy and screening processes.**

VII. Former employees who have retired from the district and are receiving retirement benefits will be considered "first year experience" beginning applicants for any position they may wish to submit an application for.

VIII. Before hiring of new personnel, current qualified District employees will be offered the opportunity to fill any new or vacant position(s).



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Legal References:

Synopsis:

Approved by the Board of Education: May 1, 1990. Last Revised: June 7, 2012.