

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 4050
PERSONNEL

EMPLOYEES – CLASSIFIED EMPLOYMENT/ASSIGNMENT/RESIGNATION

Appointment of Classified Personnel

The Superintendent/designee shall employ classified employees necessary for the appropriate functioning of the District. The Superintendent/designee shall have full power and authority to assign, transfer/reassign employees, as needed, to positions in any location in the District.

The following criteria shall apply to the recruitment and selection process of all District personnel:

1. The District shall seek highly qualified and desirable applicants.
2. The District shall make selections for positions based solely on merit. Consistent with applicable federal, state, and local laws and regulations, eligibility for employment shall not be influenced by an applicant's race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

a. Condition of Employment

As required in NRS 391.100, each applicant for employment must submit to the School District a full set of his/her fingerprints and written authorization for a criminal history report.

b. Offers of Employment

A position may only be offered after a hiring packet has been completed and submitted to the District Office for review and approval. Upon approval through the District Office, a formal offer of employment may be extended. However, the position remains contingent on verification of submitted information and fingerprint clearance.

Prior to notifications/letters being extended, the supervisor may contact the applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered an official job offer.

c. Equal Qualifications

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the district must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada and second to citizens of the State of Nevada.

d. Disqualification for Hire

If the District obtains documented information that a candidate selected for hire has been convicted of a felony involving physical violence or moral turpitude, that candidate will not be hired and the District will withdraw any contingent offer of employment. If the candidate has begun work, employment shall be ended. The District will inform all applicants of this requirement.

e. Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by the District, the District will conclude that the applicant has declined the position and remove the applicant from the eligible list.

f. Pre-Employment Drug Screening for Safety-Sensitive Positions

- 1) The District may require successful applicants, for safety-sensitive positions (as identified by the District) to consent to a pre-employment drug screen. The District will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the District, as a condition of employment, to conduct through the District's designated laboratory testing facility, a drug screen test. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.
- 2) The District may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.
- 3) The District will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
- 4) The District will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the District for a period of 12 months. The District shall disqualify the applicant on the basis of failure to pass the applicable test(s).

Reference: NRS 391

Resignation

1. Notice

A regular employee may resign by giving written notice of the effective resignation date to the administrator or manager/supervisor. The requested minimum amount of written notice is 14 days unless stated differently in the collective bargaining agreement. However, the District, at its discretion, may waive the normal notice requirement and accept a resignation in good standing immediately upon receipt. Letters of resignation will be acknowledged in writing by the Superintendent/designee.

2. Return of District Property

To resign in good standing, an employee must return all District property, including District ID, credit cards, clothing, keys, tools, equipment, and other items of value prior to the last day of employment.

3. Withdrawal

At the sole discretion of the District, an employee may withdraw a resignation at any time prior to its effective date.

4. No Notice

Failure to give appropriate notice of resignation as required by this section may constitute cause for denying re-employment with the District unless there are extenuating circumstances relating to the failure to give timely notice.

5. Job Abandonment

The District may consider employees who are absent from work without approved leave for a period of three consecutive work days to have abandoned their positions and, thus, to have resigned. The District is required to follow due process procedures if the employee has completed his/her probationary period.

6. Administrator or Manager/Supervisor Responsibilities

Following receipt of notification of an employee's resignation, the administrator or manager/supervisor will initiate the following actions:

- a. As soon as possible, but not later than the last day of employment, forward the letter of resignation, completed employee's timesheet, and the appropriate payroll change form to the District payroll department.

Performance Management

The District's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee his/her status and the objectives and standards of performance which s/he is expected to achieve. The District views performance management as an ongoing process that focuses on the future and continued improvement.

1. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance.

This process is designed to:

- a. Clarify the District's goals and link them to performance expectations.
- b. Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
- c. Identify and document performance achievements and deficiencies.
- d. Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

2. Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each administrator or manager/supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, and opportunities for growth. Periodic formal performance evaluations cannot take the place of ongoing communication. By providing an employee with a performance evaluation, whether formal or informal, the District does not create a contract or other right to continued employment.

3. Frequency of Performance Evaluations

Formal performance evaluation sessions are to be conducted as one part of the continuing communication between employee and administrator or manager/supervisor. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each employee at least once during any 12-month period. Administrators or managers/supervisors should provide employees with informal performance communication (feedback) routinely and regularly throughout each evaluation cycle.

4. Written Record

The administrator or manager/supervisor will complete a formal written evaluation utilizing the evaluation form approved by the District. All information in the written record shall be consistent with the information communicated verbally during the performance evaluation sessions with the employee. The completed form, along with any written comments submitted by the employee, shall be placed in the employee's personnel file.

The employee and the administrator or manager/supervisor may make additional working notes of preparation information that is exchanged during the performance evaluation meeting.

5. Personnel Actions Resulting from Performance Evaluations

Personnel actions taken by the District, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process. Any such issues will be addressed outside of the performance evaluation session.

6. Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

- a. Administrators or managers/supervisors providing employees with an opportunity to present a self-evaluation which the administrator or manager/supervisor may then consider prior to and discuss during the evaluation meeting.
- b. Discussions between the administrator or manager/supervisor and the employee for the purpose of establishing performance expectations or goals

for the next evaluation period.

If requested by the employee, a discussion may be held with the next level administrator or manager/supervisor to review any disagreements over a performance evaluation.