

Adopted: 5-8-2023

POLICY 401.5 EMPLOYMENT PROCEDURES

I. PURPOSE

The purpose of this Policy is to outline the School District's employment procedures, including recruiting, posting, advertising, selecting, and hiring.

II. GENERAL STATEMENT OF POLICY

The School District recognizes that selection of its employees is one of the most important factors in ensuring a high quality education. The School District is committed to attracting, employing and retaining quality staff to serve the community and implement the District's mission and vision. The District's administration is responsible for recruiting employees in accordance with School Board policy. The employment of regular full-time and part-time employees requires School Board approval.

III. JOB POSTING, RECRUITMENT, INTERVIEW AND HIRING PROCEDURES

- A. General employment inquiries will be handled by the School District administrative office.
- B. Job postings and/or advertisements for all vacant positions must receive the approval of the Superintendent. Building administrators or supervisors must submit requests to post and/or advertise for vacant positions to the District Office.
- C. All job postings and advertisements will emphasize that the School District is an Equal Opportunity Employer.
- D. Available positions may be advertised using print media and/or electronic means, as deemed effective and appropriate for available positions.
- E. Following any applicable employee reassignments or transfers, internal job postings will be displayed for a minimum of five (5) days, unless a longer time is required by a collective bargaining agreement. Modifications may be made to this time frame for extenuating circumstances.
- F. All external job postings and advertisements will be developed in consultation with the hiring administrator and Superintendent to determine the required and desired qualifications for the position. Postings and advertisements will be displayed for a minimum of five (5) days. Modifications may be made to this time frame for extenuating circumstances. Postings/advertisements for position vacancies may be forwarded to employment agencies, colleges, universities, and/or employment service providers, publications and organizations, as appropriate for the position, to provide a wide and diverse applicant pool.

- G. Employment applications will be maintained by the School District for the time period required by law.

IV. INTERVIEWING AND HIRING

A. The Superintendent of Schools will coordinate with building administrators and/or department supervisors in the determination of the minimum qualifications required or desired for a position. The qualifications may include licensure, experience, education, training, and the School District's needs.

B. The School District administrative office will generally process the applications for employment.

C. The building administrator or department supervisor will coordinate the candidate interview process and timeline with the Superintendent. The coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. The coordination also includes determining the membership of an interview team, if appropriate for the position. The interview team is advisory to the building administrators, department supervisors and Superintendent of Schools. The School District shall utilize the best practices when conducting interviews.

D. The building administrator, department supervisor or Superintendent of Schools will be responsible for checking candidates' references, verifying employment experience, and confirming valid and proper licensure.

E. The building administrator or department supervisor will collaborate with the Superintendent in recommending a candidate for employment. The Superintendent shall make all recommendations for appointment to the School Board.

F. The District Office will coordinate arrangements to seek acceptance of the selected candidate. The successful candidate will be notified of a date for orientation, including information regarding mandatory District training and policies, the required criminal background check prior to employment, and any contractual requirements.

V. TERMS AND CONDITIONS OF EMPLOYMENT

The School District is subject to various collective bargaining agreements and other contracts governing employee groups and bargaining units. In accordance with Public Employment Labor Relations Act, copies of collective bargaining agreements are maintained by the District Office. All employment procedures, including posting, transfer/assignment, promotion, seniority, and the selection of employees are subject to the provisions of applicable collective bargaining agreements/policies and thus preempt any conflicting provisions of this Policy.