



Code: **GB-AR**
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Orig. Code(s): 3410

General Personnel Policies

It is the responsibility of the superintendent, with the assistance of other district administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district. Those factors considered will include, but not be limited to, the diverse characteristics of the district.

When vacancies occur in the licensed and classified staff, an attempt will be made to obtain candidates to fill these positions through personal interviews, careful evaluation of written application forms, letters of application and credentials. An applicant will not be recommended for employment without a personal interview by the supervising administrator or supervisor.

1. The principal or supervisor may involve department chairs, team leaders, or other appropriate personnel when desired, in selecting staff for their areas;
2. The principal shall make the final recommendation to the superintendent.

Applicants for employment shall:

1. Complete the application requirements as designated by the district;
2. Possess the necessary training and certification required for the position;
3. Provide the names of persons acquainted with the applicant's training and/or prior experience.

Applicants will be considered for specific positions to be filled:

1. The position description will be available and revised when the position becomes vacant;
2. The best of the available candidates will be identified by the human resources office and their papers presented to the principal or person who will supervise the employee;
3. Interviews will be arranged as appropriate;
4. The superintendent will approve all assignments;
5. Applicants related to a Board member may be hired by unanimous vote of all Board members.

The principal shall notify the human resources office of the selection:

1. It shall be the responsibility of the human resources office to complete the final arrangements of employment, including communicating with employees not selected;
2. Each applicant for a licensed and classified staff position must be able to document that he/she possesses or is eligible to possess any certificate, license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability coverage, including but not limited, to bus or vehicular driver, clerk or cafeteria supervisor;
3. A minimum of two personal reference contacts shall be made before any applicant is recommended for hire.