

Central School District 13J

Code: **GB**
Adopted: 6/07/99
Readopted: 6/06/11
Orig. Code(s): GB

General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the district's educational objectives. In filling any licensed or classified position, the district will seek out and appoint the best-qualified person available for the position.

The employment of candidates to fill all posted licensed positions will be approved by the Board upon the superintendent's recommendation. The district will employ all classified employees, substitutes and part-time personnel as needed.

Notice of all regular job openings will be available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and general and specialized media.

Applications for job openings will be directed to the personnel office on standard district application forms. The selection process will be coordinated and supervised by the human resource director, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any 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 insurance coverage or bonding.

In accordance with Oregon law, the district may require any candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date the district gives notification.

Licensed personnel selected for employment will be notified in writing following Board approval. All other personnel selected for employment will be notified in writing by the human resource office. This notification will indicate the pertinent specifics of the assignment. Unsuccessful applicants will be notified. Initial assignments will be made by the superintendent or designee. The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)
[ORS 653.305 - 653.326](#)
[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)

Cross Reference(s):

EBBA - First Aid