

Clatskanie School District 6J

Code: **GB**
Adopted: 9/24/07
Readopted: 5/06/13
Orig. Code(s): GB

General Personnel Policies

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

The employment of candidates to fill regular positions will be approved by the Board upon the superintendent's recommendation. The superintendent will employ substitutes and other personnel as needed.

Notice of all regular job openings will be available to current staff members in accordance with current bargaining agreements. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and general and specialized media with approval of the superintendent.

Applications or inquiries concerning job openings will be directed to the superintendent's office. The selection process will be coordinated and supervised by the superintendent, 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 or current employee, as a condition of employment, to hold a current, recognized first-aid card or Emergency Medical Technician Certificate. A current employee required to hold a card will obtain it within 90-days from the date the district gives notification. Employees who are required to hold a first aid card as a condition of employment are responsible for maintaining a valid first-aid card.

Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week and the length of the assignment. Unsuccessful applicants who were interviewed 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 342.664](#)
[ORS 408.225](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 653.305 - 653.326](#)
[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0445](#)
[OAR 839-006-0450](#)

[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)

Cross Reference(s):

EBBA - First Aid