

# Condon School District 25J

Code: **GB**  
Adopted: 1/12/99  
Readopted: 11/9/05; 11/12/08

## General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the district's educational objective. 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 licensed positions will be approved by the Board upon the superintendent's recommendation. The superintendent 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 will be submitted to the district superintendent on a district application form. The selection process will be coordinated and supervised by the superintendent. The superintendent may enlist other people in the selection process.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any license or permit required to fulfill the position requirements. 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 such a card will obtain it within 90 days from the date the district gives notification to the employee. The certified mail process will be used to make notification.

All employment agreements will only be made final following Board approval at the next regular scheduled Board meeting. The superintendent will notify people who are selected for employment. The notification will contain the job classification and a description, the salary or hourly rate, the length of the workweek or the length of the assignment. Unsuccessful applicants will be notified.

The superintendent will make all personnel assignments.

The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

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**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