

Estacada School District 108

Code: **GB**
Adopted: 7/11/90
Readopted: 6/10/09; 3/09/16
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 most suitably qualified person available for positions.

The employment of candidates to fill licensed positions will be approved by the Board upon the superintendent's recommendations. The superintendent will employ all other employees including substitutes.

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 or inquiries concerning job openings will be directed to the human resources office. The selection process will be coordinated and supervised by the personnel director and superintendent in accordance with district policy, regulation, procedure and practice, including the involvement of appropriate administrators, supervisors or other designated committee members.

Each candidate selected for a position within 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.

Personnel selected for employment will be notified in writing following Board approval if required. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the workweek (must be include in original notice of employment – as per director of labor relations) and the length of the assignment. Unsuccessful applicants who were interviewed will be notified.

Initial assignments, subject to changes/transfers as needed, will be made by the superintendent or designee.

The superintendent will establish guidelines 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