

# Eugene School District 4J

Code: **GCD**  
Adopted: 7/2/73  
Revised: 8/15/77, 4/16/80  
Orig. Code(s): 3140

## Awarding Contracts

### 1. Personal Interview

Persons considered for employment by this district must be interviewed by the director of personnel or designee before a contract will be awarded.

### 2. Statement of Intent

Prospective employees are asked to submit a letter of intent when it is the opinion of the personnel office that they may be offered a position in the district.

### 3. Selection of Employees

The administration recommends to the Board of Directors licensed persons for election to the instructional staff. Official action can only be taken by the board during a regular or special session. Following the official action of the board, all details of employment become the responsibility of the personnel office.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)