

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

Legal Reference(s):

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