

# Eugene School District 4J

Code: **GDD**  
Adopted: 7/2/73  
Revised: 8/15/77  
Orig. Code(s): 4020

## Hiring of Classified Staff

Classified employees shall be hired and assigned by the director of personnel, subject to the approval of the superintendent. However, the administrator responsible for the classified position in question shall be consulted before a final decision is made.

Even though the general responsibility of the area of employment may be determined through the central administration of the district, each individual employee on the classified staff works directly under the head of the department or building to which he or she has been assigned.

The personnel office will perform these special functions regarding classified employment:

- Develop and maintain job classifications;
- Establish requirements for employment;
- Recruit personnel for filling vacancies;
- Maintain personnel records;
- Provide consultative services for pertinent personnel problems;
- Determine the suitability of all transfers, promotions, and separations;
- Conduct survey of wages and salaries within the local area and recommend for application such revisions as appear necessary and desirable.

END OF POLICY

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Legal Reference(s):

[ORS 326.051](#)  
[ORS 332.505](#)  
[ORS 659.805](#)  
[ORS 659.850](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)

[ORS 659A.142](#)  
[ORS 659A.145](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.409](#)

[OAR 581-021-0045](#)  
[OAR 581-022-1720](#)

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).  
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).

(continued)

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. Sections 621-634.

Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101-6107.

Equal Pay Act of 1963, as amended, 29 U.S.C. Section 206(d).

Rehabilitation Act of 1973, 29 U.S.C, Sections 791, 793 and 794.

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).