

## General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any licensed or classified position, therefore, the district will seek out and appoint the best qualified person for the position.

The employment of candidates shall be recommended by the superintendent. The Board will have final approval. The superintendent shall employ all classified employees, substitutes and other irregular part-time personnel as needed.

Notice of all regular job openings will be made 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 received by the personnel officer on standard district application forms.

The selection process will be coordinated and supervised by the personnel officer, with the involvement of other appropriate administrators and supervisors.

Applicants will be recommended for employment only after the screening of current applications, a personal interview of the recommended candidate, and a check of references, as appropriate, to verify training, past experience, and qualifications.

Each candidate selected for a position with 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. Employees required to hold a card will keep it in force to retain their position.

In accordance with Oregon law, no person under the age of 18 will be employed or permitted to work for the district unless the district has on file an employment license adopted by the Wage and Hour Commission pursuant to Oregon law. No child under the age of 14 will be employed by the district.

Qualified personnel currently employed by the district will be given consideration in filling vacant staff positions, consistent with the policy of electing the candidate with the best qualifications. Staff members may request transfer to another position or building, and such request will be considered according to the needs and best interests of the district.

Personnel selected for employment will be notified in writing of their selection following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week, and the length of the assignment. unsuccessful applicants will be notified.

Initial assignments will be made by the superintendent or his or her designee.

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 \(4\)](#)