

# Lake County School District 7

Code: **GB**  
Adopted: 8/12/02  
Readopted: 3/28/11  
Orig. Code(s): GB

## General Personnel Policies\*

It is the policy of the Board to provide personnel policies as required. The superintendent is directed to develop and recommend personnel policies for adoption by the Board. These shall be consistent with Oregon Revised Statutes and rules and shall not otherwise be included in district collective bargaining agreements. The superintendent or designee(s) shall follow these policies in developing district procedures for the management of personnel in accordance with the following requirements:

1. The employment of candidates to fill licensed positions will be approved by the Board upon the superintendent's recommendation. The superintendent will employ all classified employees, substitutes and part-time personnel as needed;
2. 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;
3. Applications or inquiries concerning job openings will be directed to the personnel office on standard district application forms. The selection process will be coordinated and supervised by the superintendent, with the involvement of other appropriate administrators and supervisors;
4. 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;
5. 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;
6. Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the workweek and the length of the assignment. Unsuccessful applicants who were interviewed will be notified.

Initial assignments will be made by the superintendent or 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\(4\)](#)