

Lane Education Service District Administrative Rule

Code: **GD-AR**
Adopted: 2/11/94
Revised/Readopted: 9/25/01
Orig. Code(s): GD-AR

Classified Staff/Classified Staff Positions

When regular classified positions become vacant, ESD administrative staff shall take necessary steps to recruit, screen and employ candidates to fill those positions. Administrative rule GBA-AR(2) details the procedures to be followed in the hiring process.

A director will recommend to the superintendent a final candidate for a position. In hiring of new classified employees, when circumstances warrant it, a recommendation can be brought to the superintendent for placement up to mid-range (Step 3). Under normal circumstances, however, initial placement will be at entry level (Step 0).