

Multnomah Education Service District

Code: **GB**
Adopted: 11/18/80
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1/18/11; 9/18/12; 2/18/14;
4/30/14; 5/02/14
Orig. Code(s): 3220; 4000; 4100; 4110

Personnel Policies

The quality of the professional and support staff is of primary importance in achieving MESD's missions and objectives. In filling any position, the MESD shall seek out and hire the best-qualified person available for the position.

The employment of candidates to fill licensed, administrative and supervisory positions shall be approved by the Board upon the superintendent's recommendation. The superintendent is authorized to approve modifications to any current contract for licensed, administrative and supervisory positions and classified staff. The superintendent shall employ all classified employees, and substitutes as needed.

Notice of all regular job openings shall 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.

Applications or inquiries concerning job openings shall be directed to the Human Resource Services office.

Each candidate selected for a position with the MESD shall possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by MESD's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the MESD 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 shall obtain it within 90 days from the date the MESD gives notification.

Contracted personnel selected for employment shall be notified in writing subject to Board approval. This notification shall specify the assignment, job classification, salary or hourly rate, and length of assignment. Unsuccessful applicants who were interviewed shall be notified.

Initial assignments shall be made by the Superintendent or designee.

The superintendent and cabinet shall establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

[ORS 342.664](#)
[ORS 408.225](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 653.305 - 653.326](#)
[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0445](#)
[OAR 839-006-0450](#)

[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)

MESD Cross Reference(s):

AA - MESD Purpose and Goals
AB - Mission, Vision, Values
AC - Nondiscrimination
AE - MESD Goal Setting
CA/CAA - Administrative Goals
CC - Administrative Organization
GBA - Equal Employment Opportunity
GCBA - Salary Schedule
GCC - Recruitment of Staff
GCN - Evaluation of Staff