

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 available for the position.

The employment of candidates to fill licensed positions will be approved by the Board upon recommendation of the superintendent. The superintendent shall employ all classified employees, substitutes and other irregular part-time personnel as needed.

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.

Applications or inquiries concerning job openings will be received by the personnel officer on standard district application forms.

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.

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

Each candidate selected for a position with the district must possess or demonstrate eligibility for any certificate, 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. A current employee required to hold a card will obtain it within 90 days from the date the district gives notification.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)

Cross Reference(s):

EBBA - First Aid