

# Pendleton School District 16R

Code: **GB**  
Adopted: 6/14/99  
Readopted: 5/10/10  
Orig. Code(s): GB

## General Personnel Policies

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 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 and will remain active for a one year period of time.

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

Applicants will be recommended for employment only after 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. A current employee required to hold a card will obtain it within 90 days from the date on which the district gives notification.

In accordance with Oregon law, no person under 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 14 will be employed by the district.

Qualified personnel currently employed by the district will be given consideration in filling vacant positions, consistent with the policy electing the candidate with the best qualifications. Staff members may request transfer to another position or building in accordance with applicable provisions of the employee's collective bargaining agreement.

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 also be notified.

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

The superintendent will establish rules 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\(4\)](#)

**Cross Reference(s):**

EBBA - First Aid