



Code: **GD**
Adopted: 8/17/99
Revised/Readopted: 7/09/08; 10/26/16

Classified Staff/Classified Staff Positions

The superintendent will designate classified employee positions. The skills, knowledge and ability required, and titles and examples of work performed, are to be prescribed in a written job description for each position classification.

1. Vacancies in classified positions shall be posted in all school buildings, district office and bus shop. Any classified employee may apply for the vacant position.
2. In filling vacancies or open positions, newly created or existing, present school employees shall be given hiring preference over outside applicants as long as the skill, qualifications, ability and experience of the present employee and the outside applicant are equal, as they relate to the job description as determined by the superintendent of schools.

At the time of employment, all persons hired in classified positions shall be given a copy of their job description and shall be informed as to whom they are responsible and by whom they will be evaluated.

At the time of employment, the supervisor/evaluator shall review the job description with the employee and two copies shall be signed and dated by the supervisor/evaluator and the employee. One copy shall be retained by the supervisor/evaluator and one by the employee.

END OF POLICY

Legal Reference(s):

ORS 326.051	ORS 659A.030	ORS 659A.309
ORS 332.505	ORS 659A.142	ORS 659A.409
ORS 659.805	ORS 659A.145	
ORS 659.850	ORS 659A.233	OAR 581-021-0045
ORS 659A.009	ORS 659A.236	OAR 581-022-1720
ORS 659A.029		

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

GAB - Job Descriptions
IC/ICA - School Year/School Calendar