

Riverdale School District 51J

Code: **GA**
Adopted: 1/15/92
Readopted: 6/12/06
Orig. Code(s): GA, GA-AR

Personnel Policy Goals

A dynamic, competent and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The district is interested in its personnel as individuals and recognizes its responsibility for promoting general staff welfare.

The district's specific personnel goals are to:

1. Recruit, select and employ the most suitable personnel to staff the school system and meet the district's program expectations;
2. Provide adequate compensation and benefit programs for all employees;
3. Provide in-service training for all employees;
4. Conduct an employee evaluation program;
5. Encourage the development and maintenance of good employee morale.

The Board determines the number of employment positions.

The employment of candidates to fill all positions will be approved by the Board upon the superintendent's recommendation.

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 directed to the superintendent on standard district application forms. The selection process will be coordinated and supervised by the superintendent, with the involvement of other appropriate persons.

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.

Personnel selected for employment will be notified in writing 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.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)