

## **Classified Employment and Placement Process**

1. Classified personnel needs for the district will be identified at the school level and submitted for review through the annual budgeting process.
2. As new employee positions are identified, position announcements will be developed and circulated in the district. After or during an in-district review, position announcements may then be circulated to local and regional newspapers.
3. All licensed applicants must be registered on EdZapp. Applications received will be maintained in the district office for one year.
4. Applications will be accepted at the district office until the closing date. At that time they will be made available to the appropriate school principal or supervisor for review. All applications will be screened and interviews will be conducted to determine a list of finalists.
5. After the final interviews are conducted and a selection is made, the principal will refer the name of the successful applicant to the Human Resources Department .
6. The director of personnel (or his/her designee) will provide each new probationary employee with one fingerprint card, an 8½” x 10” envelope, and “Instructions for Handling Fingerprint Card.”
7. The Silverton or Salem Police Departments will administer the collection of new employee fingerprints, place the one fingerprint cards in an 8½ “ x 10” envelope, along with the complete form, :Instructions for Handling Fingerprint Card,” and enclose all items in the 8½” x 10” envelope and seal for the new employee to return to the district office.
8. The director of personnel (or his/her designee) will provide each new probationary employee with a "Fingerprint-Based Criminal History Verification" form (581-2283-C). The form will be completed by the new employee and the district.
9. After completion of steps 6, 7 and 8, the district will send both fingerprint card and Form 581-2283-C to the Department of Education for review. When the criminal records check is returned to the district, the director of personnel or designee will review the results. The employee will be removed from employment if the criminal records check is negative.

10. Questions of experience and placement on the salary schedule will be determined by the director of personnel. Previous experience records of classified employees will be requested and verified by the director of personnel. A year of experience is defined as 135 days of continuously contracted working experience within a school district for four or more hours per day. Temporary employees will be placed at step 0. A maximum of three years of experience can be transferred into the district, placing an employee on step 3.
11. After experience and placement have been determined, an employment contract will be typed and submitted to the employee for signature. After Board approval if required, the contract and necessary paperwork (W-4, computer input sheet and I-9 form) will be forwarded to the new employee. The completed paperwork is then to be returned to the deputy clerk.