

Siuslaw School District 97J

Code: GCC/GDC-AR
Adopted: 10/10/18
Orig. Code: GCC/GDC-AR

Recruitment of Licensed and Classified Staff

These are the general hiring protocols and practices regarding the recruitment of licensed and classified staff for the Siuslaw School District 97J.

In the event that a position becomes open through transfer, retirement, resignation, termination, death of an employee, or expansion of services, the appropriate administrator will complete the 'notice of vacancy' form and file it with the human resources specialist at the district office so that a job can be posted as available.

The business manager will review the notice of vacancy to determine that the funding code and source for the position to be filled is correct within the budget.

1. Classified positions will be posted and bid within the confines of the collective bargaining agreement.
 - a. Internal candidates will make their interest known with a letter to the human resources specialist prior to the closing of the posting.
 - b. External candidates will complete a regular application.
2. Certified positions will be posted within the confines of the collective bargaining agreement.
 - a. Those internal candidates with letters on file for transfer to open positions that meet the current vacancy prior to posting will meet with the supervising administrator to determine if a transfer will occur.
 - b. After any previous transfer requests are processed, other interested internal candidates may submit a letter of interest to the human resources specialist prior to the closing of the posting.
 - c. External candidates will complete the regular application.

At the end of the posting period, the administrator designated (by building, department or area) to hire the current position will assemble an interview team germane to the position to be filled. No member of the interview team may be a member of a household, spouse or family member of an applicant as defined by Policy GBC, GBC-AR, BBFA or BBFB.

This interview team may consist of any of the following employees of the district:

1. Other administrators
2. Confidential employees
3. Department heads or Department supervisors
4. Classified employees

5. Certified employees

The interview team is charged of the following tasks:

1. Paper screening of applications to determine a group of applicants for interview
2. Conducting interviews of all applicants in the manner prescribed by the human resources specialist
3. Using the prescribed list of questions as determined by the team or human resource specialist
4. Participating in summary deliberations of the applicants
5. Refraining from any *ex parte* communications with any applicants
6. Refraining from any communications with any person outside the committee about any applicants; maintaining compliance with confidentiality agreements
7. Filing all interview documents with human resources

At the end of interview deliberations, the interview team will determine a priority list of candidates. A conditional offer will be made to the top candidate by the HR Specialist or designee. Upon acceptance of the initial offer of employment, a basic contract will be drafted in compliance with the appropriate union contract.

Potential employees need to successfully complete the following prior to formal employment:

1. A criminal history check; an authorization form is sent to the applicant to complete authorizing the District to conduct a criminal background information check (Policy GCDA/GDDA-AR).
2. Fingerprinting; employment can begin before the results are received by the District (Policy GCDA/GDDA-AR). Certified staff are fingerprinted as part of their TSPC licensure.
3. Professional reference checking is completed using a list of prescribed questions. All information is confidential and will not be shared with applicant. For certified applicants, automated reference checks are part of the on-line application process.
4. A non-DOT pre-employment drug test; appointments are arranged for employees, there is no cost to the applicant unless the potential employee does not clear the screening (Policy GBED).

If a potential candidate cannot successfully complete all of the pre-employment checks and verifications, the offer is rescinded and the team makes an offer to the next candidate on priority list or reposts the position. Refusal to consent to fingerprinting or a criminal background history check will result in either termination of employment or withdrawal of employment/contract offer (Policy GCDA/GDDA-AR). Notification that the employee or potential employee has made a false statement as per Policy GCDA/GDDA-AR will result in termination of employment or withdrawal of employment/contract offer.

After completion of the pre-employment process, the superintendent will list the names of all new employees in the next monthly board report for the board of directors.

The appropriate administrator or department head can then announce the name of the candidate that has filled the vacant position to the departmental staff or building after announcement at the regular board meeting.

More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family (Policy GBC). The superintendent will ensure that supervisory and/or evaluation duties are assigned to other supervisors and/or administrators so that no regular employee is overseen by a family member. Additionally, no employee will be involved in the hiring process of any family member and any functional duties will be coordinated by another district employee.