

**Saint Helens
School District 502**

Code: **GB**
Adopted: 1/16/96
Readopted: 5/14/07; 11/22/10
Orig. Code(s): GB

General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the district's educational objectives. In filling any licensed or classified position, the district will seek out and appoint the best-qualified person available for the position.

Administrative regulation GB-AR - General Personnel Policies - Hiring Procedures shall be followed when hiring all personnel, including extracurricular and secondary voluntary coaching positions. An exemption may be granted in cases where an immediate need exists and the superintendent has approved a written request for such exemption.

The superintendent shall recommend all positions to the Board. The Board shall vote on final approval for hire.

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 of inquiries concerning job openings will be directed to the personnel office on standard district application forms. The selection process will be coordinated and supervised by the director of personnel, with the involvement of other appropriate administrators and supervisors.

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 the district gives notification.

Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, job classification, salary or hourly rate, the length of the work week and the length of the assignment. Unsuccessful applicants who were interviewed will be notified.

Initial assignments will be made by the superintendent or designee.

The superintendent will establish regulations governing recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

[ORS 342.664](#)
[ORS 408.225](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 653.305 - 653.326](#)
[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0445](#)
[OAR 839-006-0450](#)

[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)