

**Warrenton Hammond
School District 30**

Code: **GB**
Adopted: 9/11/89
Readopted: 12/14/10
Orig. Code(s): GB

General Personnel Policies

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

The employment of candidates to fill licensed positions will be approved by the Board upon recommendation of the superintendent. The superintendent will employ all classified employees, substitutes and part-time personnel as needed.

Notice of all regular job openings will be made available to current staff members, per provision included in the collective bargaining agreement. 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 received by the superintendent's office. The selection process will be coordinated and supervised by the superintendent, 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 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 60 days from the date on which the district gives notification.

Personnel selected for employment will be notified in writing of their selection. 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. Unsuccessful applicants will be notified, following formally filling a position.

Initial assignments will be made by the superintendent.

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

END OF POLICY

Legal Reference(s):

[ORS 339.270](#)

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)