

Willamette Education Service District

Code: **GB**
Adopted: 7/8/03
Readopted: 7/12/05; 6/22/10
Orig. Code(s): None

General Personnel Policies

The quality of the licensed and classified personnel is of primary importance in achieving the educational objectives of the ESD. In filling any licensed or classified position the ESD 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 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.

Each candidate selected for a position with the ESD must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the ESD's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the ESD may require any candidate, as a condition of employment, to hold a current, recognized first aid card and/or CPR. A current employee required to hold a card will obtain it within 90 days from the date on which the ESD 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. Unsuccessful applicants will be notified.

Initial assignments will be made by the Superintendent or designee.

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 342.169](#)
[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

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

Cross Reference(s):

EBBA - First Aid