

**Winston-Dillard
School District 116**

Code: **GB**
Adopted: 7/10/02
Revised/Readopted: 4/20/11; 4/17/13
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 position, therefore, the district shall 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 the superintendent's recommendation. The superintendent will employ all classified employees, substitutes and part-time personnel as needed.

Notice of all regular job openings shall be made 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 for job openings shall be received by the personnel officer on standard district application forms. The selection process shall be coordinated and supervised by the personnel office, 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 shall obtain it within 90 days from the date on which the district gives notification.

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

Initial assignments shall be made by the superintendent or designee.

The superintendent shall establish regulations governing the 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](#)

Cross Reference(s):

EBBA - First Aid