

## 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 person who best meets district requirements.

The employment of candidates to fill licensed and classified positions will be approved by the Board upon the superintendent's recommendation.

\* 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 or inquiries concerning job openings will be directed to the district office on standard district application forms. 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 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 of an offer of employment pending 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.

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

END OF POLICY

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Legal Reference(s):

ORS 342.169

ORS 653.305 - 653.326

ORS 659.340

OAR 581-022-0705 (4)

Cross Reference(s):

EBBA - First Aid

GCDA/GDDA - Criminal Records Checks/Fingerprinting