

Personnel

Hiring Procedures

I. Purpose

This policy outlines the school district's employment procedures including recruiting, posting, selecting, and hiring of employees.

II. General Statement of Policy

The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services. The district is committed to attracting, employing, and retaining quality individuals to serve the community and implement the district's mission

III. Job Posting and Recruitment

- A. Employment inquiries will be handled by the human resources department.
- B. Job postings for new positions must receive the approval of the human resources department. Building administrators or department supervisors must submit requests to post vacant positions to the human resources department.
- C. All job postings will state that the school district is an equal opportunity employer.
- D. Notification of all job openings will be posted for at least five days on the district's website unless specified differently in a negotiated labor agreement.
- E. Notification for position vacancies may be forwarded to employment agencies, colleges, universities, employment service providers, newspapers, internet web sites and other media as appropriate for the position. The human resources department may also participate in employment fairs. The depth of recruitment will depend on the specific job posting and the identification of a strong candidate pool.
- F. All applications will be kept by the human resources department for one year.

IV. Job Interviewing and Hiring Process

- A. The human resources department will coordinate with building administrators or department supervisors to determine the qualifications required for a position.

The qualifications may include licensure, experience, education, training and the district's needs.

- B. The human resources department will process applications of all candidates for employment.
- C. The building administrators or department supervisors will coordinate the review and identification of candidates to be interviewed.
- D. The building administrators or department supervisors will coordinate the candidate interview process and timeline. This coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. This coordination also includes determining the membership of the interview team. The interviewing team may include board members, administrators, employees, parents, students, and/or community members. The interviewing team is advisory to the building administrators or department supervisors.
- E. The building administrators or department supervisors will be responsible for checking a candidate's references and verifying employment experience.
- F. The building administrators or department supervisors will collaborate with the human resources department in recommending a candidate for employment. The building administrators or department supervisors will complete the Authorization to Hire and Supervisor's Verification forms and submit these forms to the human resources department. The Authorization to Hire will also be approved by the director of business services for transportation and custodial candidates, by the director of special services for special services' candidates, by the building principal for activities' candidates, and by the director of community education services for community education candidates.
- G. The human resources department will complete necessary background checks, and verify the candidate's licensure. Licensed candidates must provide their license to the human resources department.
- H. After receiving the building administrator's or department supervisor's recommendation, the human resources department will contact the candidate to set up an appointment to process the necessary employment forms. The human resources department will prepare the candidate's recommendation for employment to be presented to the school board for approval.
- I. The human resources department will coordinate arrangements seeking acceptance of the selected candidate that may include salary, benefits, a signed agreement between the candidate and employer, and an employment start date.
- J. The building administrators or department supervisors will inform all non-selected, interviewed candidates of the status of the employment search.

K. The school board will approve employment for all regular full-time and part-time employees.

V. New Employees

A. The human resources department will notify the business office of all new employees and their status.

B. The human resources department will provide new employees with necessary personnel information.

VI. Substitute Employees

A. Substitute employees are employees who complete job responsibilities on a short-term basis. The district administration will approve employment of substitute employees.

B. The school district will advertise as needed for substitute employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.

C. The human resources department will maintain a current substitute candidate pool. The district reserves the right to determine the selection process for hiring a candidate for a substitute position.

VII. Seasonal and Casual Employees

A. A seasonal employee is an employee who is not employed over 67 days in a calendar year or 100 days in a calendar year if a full-time student. A seasonal employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of seasonal employees.

B. A casual employee is a part-time employee who either is not assigned more than (1) 14 hours per week or (2) 35 percent of the normal work week of an employee within the associated bargaining unit. A casual employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of casual employees.

C. Building administrators or department supervisors and the human resources department will collaborate on the interview and hiring process for seasonal and casual employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.

VIII. Lead Activity Positions

The activities director and building principal will collaborate on the interview and hiring process. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.

IX. Non-lead Activity Positions

The activities director and appropriate district staff will collaborate on the interview and hiring process. The activities director will recommend selected candidates to the human resources department. These non-lead activity positions are appointed on a yearly basis. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.

X. Training of New Employees

The school district recognizes the success of a new employee's performance is based on a combination of previous experience and training, on the job experience, and training and support from the district. The district is committed to providing training for new employees as well as identifying employee support networks and mentorship opportunities. This training will continue in the employee's early years in the district.

XI. Terms and Conditions of Employment

The school district negotiates labor agreements and policies for various employee groups and bargaining units. In accordance with the Public Employment Labor Relations Act of 1971, copies of all agreements and policies are maintained in the district human resources office.

Cross References:

Policy 401 (Equal Employment Opportunity)
Policy 402 (Disability Nondiscrimination)
Policy 404 (Employment Background Checks)
Policy 405 (Veterans Preference Act)
Policy 424 (License Status)
Policy 425 (Staff Development)

Policy
adopted: 10/20/08
amended: 2/23/09
Revised: 6/24/13
Revised: 7/18/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota