

Recruitment/Vacancy Verification/Hiring/Fingerprinting/Initial Employment

1. Verification of Vacancy

A vacated position in the Table of Organization will not be advertised until the position has been declared vacant by the human resources department. To be declared vacant, the following items must be in the human resources office:

- a. A letter of resignation signed by the employee. In the event it is impossible to obtain a letter from an employee, a letter should be submitted by the supervisor stating the reason for the termination. A death certificate or disability claim can also be accepted as verification;
- b. A completed personnel requisition form with appropriate signatures.

2. Requisition

All requisitions must be submitted by the appropriate administrator prior to approval by the human resources office. If interim positions are to be filled, this action should be clearly indicated on the requisition form.

3. Advertisement

a. Interdistrict

Positions shall be advertised in a variety of universities, employment agencies, newspapers and internet as deemed appropriate and necessary by human resources.

b. Intradistrict

All vacant positions must be advertised within the district for a minimum of one week (five working days). The human resources office shall send announcements to all schools and departments for posting. The supervisor is responsible for seeing that these bulletins are posted in an area accessible to all building/department staff. In emergency circumstances, the superintendent may waive the advertising requests.

- c. Only those applications received prior to the advertised deadline for applications will be considered in the screening and selection process for vacant positions. However, late applications may be considered if the position is reopened, or when another position becomes available for which the applicant is qualified.

4. Application

a. Screening Process

Only applications for vacant positions filed within prescribed timelines shall be considered for screening. In screening applicants, the human resources office shall consider qualifications, skills and talents required in the position which is vacant. Only those candidates designated “screened and qualified” by human resources shall be interviewed. Any regular employee of the district who meets the qualifications of the position, and who requests a transfer to the vacant position, shall receive an interview.

5. Interviews

a. Human Resources Department

All appointments for interviews in buildings/departments will be made by the human resources office.

b. Principal/Department Head Interviews

When feasible, the principal/department head shall involve staff members in the interview process.

c. Program Administrator Interview

Program Administrator may choose to interview screened and qualified candidates whose assignment will be divided between schools by areas.

When feasible, the Program Administrator shall involve principal and/or staff members in the interview process where assignment will be divided between two schools.

In case of divided assignments where two principals recommend different applicants, the appropriate program administrator shall make the final recommendation for employment to the human resources office. The program administrator may also interview any other screened and qualified candidates that he/she or the human resources department feel would be necessary in making the decision.

The human resources department and/or the appropriate administrator will retain the authority to veto a recommendation for employment.

d. All persons interviewing candidates must complete, and submit to the human resources office, a standard interview form for each candidate.

6. Verification of Employment and/or Licensure

Human resources department will verify at least two references and/or experiences have been completed. Licenses/Certificates required for the position must also be submitted to the human resources office for verification.

7. Fingerprinting

As required by OAR 581-022-1732, the district shall require fingerprinting of all newly-hired employees who are not required to hold a license issued by the Teacher Standards and Practices Commission. Persons under personal services contracts with the district to provide direct services to students shall also be fingerprinted.

- a. All costs of the fingerprinting will be borne by the employee.
- b. The district will, at the request of the employee, deduct all but the local cost of fingerprinting from the employee's pay. Such deductions may be made over a period not to exceed two months.
- c. Employees may report to work on a probationary basis pending the return of criminal record checks. In the event the district is notified by the Superintendent of Public Instruction or the State Board of Education that the employee has made a false statement as to conviction of a crime, or has been convicted of a crime prohibiting employment under OAR 581-022-1732, the employee shall be terminated.
- d. All persons covered under Board policy GCC/GDC - Recruitment/Hiring/Fingerprinting/Initial Employment have the right to request a copy of the policy and administrative regulations at the time of hire.

8. Drug Screening

Drug Screening will be followed according to Lincoln County School District Policy GBEC

9. Contract for Employment Notification

- a. Only the Board may authorize employment.
- b. The superintendent shall recommend to the Board the most qualified candidate based upon the recommendations received from the human resources department.
- c. Only the department of human resources shall quote salaries or indicate to a candidate that the superintendent is prepared to recommend that person's employment to the Board. However, no district employee shall advise a candidate that he/she is hired prior to the Board's approval.
 - (1) Human Resources shall meet with all new hires to discuss salary, benefits and other job-related information.
 - (2) Licensed employee - A contract/employment agreement must be signed and on file in the human resources office and other forms required must be completed before an employee can report for his/her assignment.

- (3) Classified employee - The employee must report to the human resources office and complete all forms required before reporting to his/her assignment.

10. Application and Enforcement

The director of human resources shall be responsible for any application and enforcement of Board policy GCC/GDC - Recruitment/Hiring/Fingerprinting/Initial Employment and this administrative regulation.

Certified New Hiring Process Flowchart

