

GB. GENERAL PERSONNEL PRACTICES

TABLE OF CONTENTS – Administrative Rule Follows

GENERAL PRACTICES

Posting of Vacancies
Recruitment and Screening Procedures and Positions in Bethel School District
Candidate Recommendations for Employment
Processing New Employees
Exit Interview Process

LICENSED

Licensed Personnel Selection Procedure
Short Term Unpaid Leave
Extended Personal Leaves
Pay for Unused vacation
Substitute Pay

CLASSIFIED

Classified Personnel Selection Procedure
Application Processing
Recruitment of Employees
Orientation
Short Term Unpaid Leave
Extended Personal Leaves
Pay for Unused Vacation
Substitute Pay
Retirement

GENERAL PRACTICES

Posting of Vacancies

Bethel School District will follow guidelines set out in its collective bargaining agreements with classified and licensed units. Vacancies will generally be announced both inside and outside of the school District. Closing dates will be indicated on the vacancy announcement and will be open for at least five calendar days while school is in session and 10 calendar days during the summer. In rare circumstances, a position closure will state that the position will close when adequate numbers of applications have been received.

When necessitated by unique vacancies, the above process may be altered by the Superintendent or designee.

Recruitment and Screening Procedures and Positions in Bethel School District

The recruitment of outstanding candidates for Bethel School District is the responsibility of all administrators.

The personnel department will officially post all positions that are determined to be vacant. Announcements of positions will be sent to appropriate organizations and, if necessary, the positions will be advertised.

Administrators/Supervisors will review applications for open positions.

Administrators may have a committee of employees and patrons review files to make recommendations

Bethel School District #52
Administrative Rule

regarding possible candidates to interview. Administrators/Supervisors shall make final decisions on who is to be interviewed.

Administrators may have a committee of employees and patrons develop questions and participate in the interviews. Committees shall be informed that their input is advisory and that the Administrators/Supervisors will recommend finalist(s) to the Superintendent or designee.

Candidate Recommendations for Employment

Administrators/Supervisors shall recommend candidates to the Superintendent or designee. Typically, one candidate will suffice, but in unique circumstances more than one candidate may be required.

Administrators/Supervisors will check references on candidates and provide all documentation including reference checks, screening and interview notes, and application packets to the Superintendent or designee.

The Superintendent or designee will review paperwork, including screening and interview notes provided by the administrator/supervisors, may check references on candidates and may hold an interview with the recommended individuals.

After the Superintendent's interview, if the recommendation by the administrator/supervisor is approved, then the newly hired individual will be sent with a completed applicant control form to the business office. A personnel recommendation form on licensed staff will be forwarded to the Board of Directors for action at its next regularly scheduled meeting.

If the building recommendation is not approved, a conference between the administrator/supervisor and the Superintendent or designee will occur and rationale for denial will be provided. Another finalist may be considered or the position may be reopened.

The business office will get a copy of the employee's teaching license if the position is a licensed opening. An I-9 form will be filled out and the employee will receive information on insurance options and on salary withholdings. Further information regarding the school calendar, time sheet due dates, and pay schedules will also be explained.

Processing New Employees

- New classified employees shall receive a copy of their position description.
- Emergency notification information will be requested and kept in the personnel file.
- The supervisor checklist shall be signed by the responsible supervisor and the employee, signifying that the information on the checklist had been discussed with the new employee. The checklist shall include information regarding mandatory training requirements in Sexual Conduct, Child Abuse Reporting, and Blood Borne Pathogens.
- Supervisors are responsible to ensure the employee has completed proper payroll documentation for insurance, tax information, retirement, immigration, Social Security, Association check-off, and other pertinent information.

Exit Interview Process

- The personnel department is responsible for conducting exit interviews with employees when deemed necessary.

LICENSED EMPLOYEES

Licensed Personnel Selection Procedures

1. Identify position, responsibilities, qualifications, and selection timeline (administrator and assistant Superintendent)
2. Advertise position and collect applications (Assistant Superintendent)

Bethel School District #52
Administrative Rule

3. Set application screening and interviewing procedures (administrator)
 - a. Establish interview committee and consider:
 - 1) One person from the grade level or department
 - 2) One person outside the grade level or department
 - 3) Building administrators
 - b. Establish interview questions
 - c. Establish selection criteria and rating system for applications and interviews
 - d. Train committee members
4. Initial application screening (administrator or designee)
 - a. Use structured rating system
 - b. Refer selected applications to interview committee (administrator determines exact number)
5. Secondary application screening (interview committee), as needed
 - a. Use structured rating system
 - b. Interview committee recommends interview candidates
6. Interviews (interview committee)
 - a. Use structured interview and rating system
 - b. Recommend two to three semifinalists to administrator
7. Check semifinalist's references using structured interview (administrator). Upon outcome of reference checks, the administrator may:
 - a. Interview semifinalists using structured interview (administrator); and/or
 - b. Recommend finalist(s) to assistant Superintendent (administrator)
10. The Superintendent or designee shall determine procedures for the posting and hiring of administrative personnel

Short Term Unpaid Leave – Licensed

- A. Licensed staff may be granted unpaid personal leave up to two (2) days per school year. Request for such leave shall be submitted to the employee's immediate administrator/supervisor 5 (5) days prior to the requested leave period except in an emergency. Final leave approval will be made by the Superintendent or designee. Approval of all unpaid personal leave is subject to the availability of qualified substitutes and building and District needs and is not guaranteed.

Extended Personal Leaves – Licensed

- A. Leave of absence of one year may be granted to any staff member for personal reasons under the following conditions:
 1. The employee must have completed four (4) consecutive years of employment before applying for such leave.
 2. After the first personal leave has been taken, another will not be granted until the individual has worked an additional six (6) consecutive years.
- B. Leaves for less than one (1) year and generally not less than one (1) semester may be granted by the Board of Directors if a suitable replacement may be found and such a change would not, in the District's judgment, be excessively disruptive to the program.
- C. Application and Return:
 1. Request for such leave must be made in writing to the Superintendent or designee no later than thirty (30) days prior to requested effective date.
- D. Any employee on such leave shall notify the District no later than March 15 of the year prior to his/her intent to return to the District or should the leave be for a shorter period of time, not less than sixty (60) days prior to the date of intended return.

Bethel School District #52
Administrative Rule

- E. Employees on unpaid leave who are below the top step of their range on the salary schedule and are employed for at least 135 teaching days of the year in which the leave is taken, would upon return, be placed on the salary schedule one step beyond the one last held, except that teachers who taught during their absence in any type of exchange program shall be allowed step credit on the salary schedule where applicable. Employees on leave would retain accumulated sick leave and seniority. With the insurance carrier's approval, employees would have the option of continuing to participate in insurance programs providing that employees pay their own premiums.

Pay for Unused Vacation – Licensed

Staff members are expected to use vacation time during the year in which it is earned. Exceptions must be approved by the Superintendent. An individual may accumulate vacation time equal to what he/she would earn in two years. The District will pay up to a maximum of one (1) year unused vacation upon voluntary retirement.

Substitute Pay – Licensed

The District will follow State of Oregon guidelines.

CLASSIFIED EMPLOYEES

Classified Personnel Selection Procedures

1. Identify position, responsibilities, qualifications, and selection time line (administrator/supervisor and assistant Superintendent)
2. Advertise position and collect applications (Assistant Superintendent)
3. Set application screening and interviewing procedures
 - a. Establish interview committee
 - 1) Administrator/Supervisor
 - 2) One classified staff member who serves in position similar to the vacancy (optional)
 - 3) Licensed staff member (optional)
 - b. Establish questions
 - c. Establish rating systems
 - d. Train committee members for interviews
4. Initial application screening (administrator/supervisor)
5. Interview committee
 - a. Use rating systems
 - b. Recommend two or three finalists to administrator/supervisor
6. Check finalists' references (administrator/supervisor)
7. Recommend finalist to Assistant Superintendent (administrator/supervisor)

Application Processing – Classified

Applications will be considered complete when all required paperwork has arrived in the District office. The receptionist will file the applications and maintain them as active files for at least one year from the date of the reception of the application, unless the applicant indicates by phone or in writing that the application be destroyed.

Each spring, "old" files will be purged and no application will remain on file beyond a two-year period without a candidate specifically requesting that the file remain active.

Recruitment of Employees – Classified

Recruitment of classified employees shall be based on the specific needs of the position to be filled and every effort will be made to employ the best qualified applicant. Applications for employment will be received by the Superintendent or designee on application forms provided by the Superintendent's office.

**Bethel School District #52
Administrative Rule**

Orientation – Classified

Supervisors of classified employee activities will, as a part of their responsibilities, arrange for in-service training of employees. Employees are required to attend and participate in such sessions as directed by the District Superintendent.

Short Term Unpaid Leave – Classified

A. Classified staff may be granted unpaid personal leave for up to two (2) days per school year. Request for such leave shall be submitted to the employee's immediate administrator/supervisor at least five (5) days prior to the requested leave period except in an emergency. Final leave approval will be made by the Superintendent or designee. Approval of all unpaid personal leave is subject to the availability of qualified substitutes and building and District needs and is not guaranteed.

Extended Personal Leaves – Classified

A leave of absence of one year may be granted to any staff member for personal reasons under the following conditions:

1. The employee must have completed four (4) consecutive years of employment before applying for such leave.
2. After the first personal leave has been taken, another will not be granted until the individual has worked an additional six (6) consecutive years.

Leaves for less than one (1) year and generally not less than one (1) semester may be granted by the Board of Directors if a suitable replacement may be found and such a change would not, in the District's judgment, be excessively disruptive to the program.

Application and Return:

1. Request for such leave must be made in writing to the Superintendent or designee no later than thirty (30) days prior to requested effective date.

Any employee on such leave shall notify the District no later than April 1 of the year prior to his/her intent to return to the District or should the leave be for a shorter period of time, not less than sixty (60) days prior to the date of intended return.

Employees on unpaid leave who are below the top step of their range on the salary schedule and are employed for at least one-half of the year in which the leave is taken, would upon return be placed on the salary schedule one step beyond the last held. Employees on leave would retain accumulated sick leave and seniority. With the insurance carrier's approval, employees would have the option of continuing to participate in insurance programs providing that employees pay their own premiums.

Pay for Unused Vacation – Classified

Staff members are expected to use vacation time during the year in which it is earned. Exceptions must be approved by the Superintendent. An individual may accumulate vacation time equal to what he/she would earn in two years. The District will pay up to a maximum of one (1) year unused vacation upon voluntary retirement.

Substitute Pay – Classified

Substitute pay will be established annually. Substitutes will be paid at the substitute rate for assignments of 10 days or less. If an individual is assigned for a continuous period greater than 10 days in the same assignment, the individual will be paid at the substitute rate for the first 10 days and at Step 1 of the classification for each additional continuous day worked.

**Bethel School District #52
Administrative Rule**

Retirement – Classified

The District will comply with State and Federal regulations.