

## **CLASSIFIED STAFF RECRUITMENT AND HIRING**

### EMPLOYMENT PROCEDURE

The Superintendent and/or principals, department directors are designated the responsibility for the recruitment, and recommend for employment, assignment and recommend for termination of all classified personnel and the management of the required record-keeping to perform the personnel function.

### RECRUITING

The objective in recruitment shall be to obtain the best possible employee within the financial ability of the district, without consideration as to age, sex, race, national origin, political or religious beliefs in determining qualifications for employment.

### PUBLICATION OF NOTICE OF VACANCY

Positions open shall be published by appropriate means in the schools, departments and in the community.

### APPLICATION PROCEDURE

The objective of the application procedure is to assure the efficient facilitation of the selection process. Procedures and forms shall be kept to the minimum essential to secure adequate information. All applications shall be made to the Superintendent or to the Superintendent's Administrative Assistant at the administration office in accordance with procedures established by the Superintendent.

### INTERVIEWING, SCREENING AND SELECTION

All applicants for employment may be interviewed by the Superintendent and/or principals, department directors, business director, and/or members of the staff designated by the superintendent.

The staff is encouraged to use written tests, oral examinations and performance evaluations whenever applicable and desirable as good screening technique. All applicants should be treated alike for purposes of the application process.

The examination and/or screening shall be designed to establish a list of classified employee ranked in the order of their competency and desirability.

The immediate supervisor, in consultation with the Superintendent and/or business director, principals, shall make a selection generally from the top three candidates for the Superintendent to recommend to the Board of Trustees for appointment.

### QUALIFICATIONS AND JOB DESCRIPTION

The Board of Trustees directs the Superintendent to maintain up-to-date job descriptions for all positions in the classified service. The job descriptions shall contain the areas of responsibility, qualifications, recruitments, duties and line of authority. All classified employees shall meet the general qualifications required by Wyoming statutes.

### REQUIRED LICENSE

Each school bus driver applicant is required to have all valid licenses as are required by state or federal law for operation of the vehicle he/she will be driving.

### PHYSICAL EXAMINATION

Each full-time classified employee may be required to pass a physical examination of such nature as is necessary to demonstrate that the individual can perform the requirements of the position. If a physical exam is required, a physician shall give the examination prior to the start of employment. The cost of the examination will be paid by the district.

#### MEDICAL EXAMINATION AFTER EMPLOYMENT

The Board of Trustees reserves the right to require a medical and/or psychological examination whenever - in its judgment - an employee shows evidence of deviation from normal physical and/or mental health. The Board shall pay for said examination.

#### PERSONAL QUALIFICATIONS

Classified employees must have personal traits which are conducive to good relationships and satisfactory job performance.

#### APPOINTMENT PROCEDURE

The Board of Trustees shall appoint all full-time classified personnel upon the recommendation of the Superintendent.

The Superintendent shall recommend for hire personnel on the basis of qualification. When relatives or spouses are employed by the district, neither relative shall have a direct supervisory or administrative relationship with the other.

#### CRIMINAL BACKGROUND CHECK

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check may be utilized for the sole purpose of considering the qualifications of applicants for open positions and selecting the best qualified applicant for the position. The criminal background information shall not be permitted to be used for any purpose other than providing information relevant to the hiring decision. In order to ensure confidentiality of this information, the procedure set forth in policy GBJ relating to criminal background checks shall be followed.

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