

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: General Personnel Policies

Section: Personnel

Code: GB-AP

The quality of Bend-La Pine Schools' professional and support staff is of primary importance in achieving the educational and operational objectives of the district. In filling any position, the district will seek out, hire / appoint the best-qualified person available for the position in accordance with the district's equity and equal employment opportunity policies.

Notice of all job openings will be made available to current staff members according to contract provisions. Staff are encouraged to apply for open positions. 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 Human Resources Department through the standard district application process. The selection process will be coordinated and supervised by the Human Resources Department, with the involvement of other district employees, as appropriate.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any certificate, 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 coverage or bonding.

In accordance with Oregon law, the district may require a 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.

The employment contracts of candidates to fill licensed and contracted positions will be approved by the Board of Directors upon the Superintendent or designee's recommendation. The Superintendent or designee will hire all other personnel as needed.

Personnel selected for employment shall be notified by the hiring administrator or designee. Unsuccessful applicants who were interviewed shall also be notified. Initial assignments of staff will be made by the Superintendent or designee.

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

END OF POLICY

Legal Reference(s):

ORS 342.664
ORS 408.225
ORS 408.230
ORS 408.235
ORS 653.305 to -653.326

ORS 659A.309
OAR 581-022-2405
OAR 839-006-0435
OAR 839-006-0440

OAR 839-006-0450
OAR 839-006-0455
OAR 839-006-0460
OAR 839-066-0465

Reviewed: 2/13/2023

Approved: 3/14/2023