

POLICY

No. 4010

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RECRUITMENT/APPOINTMENT OF PERSONNEL

It is the responsibility of each division director to recruit for both instructional and non-instructional employees within his/her division. The division director will screen all applicants and make his/her recommendation to the District Superintendent accompanied by the necessary information concerning the successful applicant's background of preparation and experience.

The District Superintendent shall prepare a Board resolution on each candidate nominated for a certified position. The resolution shall include the following:

1. the name of the appointee
2. the tenure area of appointment
3. the date of commencement of probationary service
4. the expiration of the appointment, if made on a probationary basis
5. the certification status of the appointee in reference to the position to which such individual is appointed
6. the division and/or program to which the appointee will be assigned
7. recommended salary
8. an indication as to whether the position is a "New" or "Replacement"

NOTE: If the individual being appointed is a replacement for an already existing position, an indication must be made of the individual being replaced.

If the individual is filling a new position, the word "New" should appear with the resolution.

Individuals other than student workers or temporary personnel are not to be placed on the payroll or otherwise authorized to work until appointed by the Board.

The District Superintendent may, in his/her discretion however, authorize employment and payment of an individual prior to Board action, but not for more than two payroll periods prior to the Board appointment.

Adopted: March 26, 1975

Ratified: April 21, 1975

Amended: May 16, 1983