

CLASSIFIED STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent/designee, who confers with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments to the classified staff are made by the Superintendent/designee subject to confirmation by the Board. In making these appointments, the Superintendent/designee carefully observes all pertinent laws and negotiated agreements, as well as any regulations which may be approved periodically by the Board.

The Board sets conditions of employment as well as wages, hours and other benefits for classified staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

[Adoption date: August 14, 2001]

[Re-adoption date: November 11, 2003]

[Re-adoption date: March 9, 2004]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC Chapter 124

3309.345

3319.04; 3319.081 et seq.; 3319.39

3327.10

4141.29

OAC 3301-35-05; 3301-35-06

CROSS REFS.: AC, Nondiscrimination
ACA/ACAA, Nondiscrimination on the Basis of Sex/Sexual Harassment
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
GBQ, Criminal Records Check
GCD, Professional and Certificated Staff Hiring

CONTRACT REF.: Classified Staff Negotiated Agreement