

430 RECRUITMENT, HIRING, RESIGNATION AND TERMINATION OF STAFF

The School District recognizes that selection of its employees is one of the most important factors in ensuring a high quality education. The School District is committed to hiring quality staff to serve the community and reach its educational goals and objectives. The district administration will be responsible for recruiting staff members in accordance with School Board Policy. All regular staff members will require School Board approval. The termination of an employee's employment with the district will be done in accordance with Minnesota Statutes, School Board Policy and the employee's work agreement. All employees who seek to resign from a position shall do so in writing to their direct supervisor and the Director of Human Resources. All resignations and terminations shall be forwarded to the School Board for action.

I. JOB POSTING, RECRUITMENT, INTERVIEW AND HIRING PROCEDURES

A. Job Posting and Recruitment:

1. General employment inquiries will be handled by the district's human resources department.
2. District administrators shall submit requests for job postings to fill new and vacant positions to the district's human resources department. District administrators must receive approval for any new positions from the district's business office before submitting a request to post the position to human resources.
3. Job postings shall be developed by the human resources department in consultation with the hiring administrator to determine the required and desired qualifications for the position.
4. Job postings shall be advertised using print media and/or electronic means as deemed effective and appropriate for the available position.
5. All internal job postings will be displayed for a minimum of five (5) days unless a longer time period is required by a collective bargaining agreement. Modifications may be made to this time frame for extenuating circumstances.
6. All external job postings will be displayed for a minimum of five (5) days. Modifications may be made to this time frame for extenuating circumstances.
7. Employment applications will be maintained by the human resources department for the time required by law.

B. Interviewing and Hiring:

1. Employment applications will be screened and scored by the hiring administrator/supervisor.
2. Candidates will be selected for interview by the hiring administrator/supervisor. The hiring administrator/supervisor will adhere to the requirements of the Veterans' Preference Act while selecting candidates.
3. The hiring administrator/supervisor will coordinate the interview process and timeline. This includes determining whether or not to use an interview panel. Licensed and administrative staff shall normally be interviewed by a panel of appropriate individuals. Such individuals may include faculty members, staff, administrators, board members, parents, students, and other stakeholders.

4. The hiring administrator/supervisor shall utilize the best available interviewing techniques when conducting the interview process.
5. The hiring administrator/supervisor will be responsible for checking candidate references, verifying prior employment, and confirming valid and proper licensure.
6. The final decision shall be made by the hiring administrator/supervisor after consultation with the appropriate principal or administrator/director, if any.
7. The hiring administrator/supervisor shall make an offer to the selected candidate within the salary/hourly wage guidelines established by the human resources department.
8. The Superintendent shall make all recommendations for appointment to the School Board.
9. The hiring administrator/supervisor shall notify candidates that have been interviewed of the selection decision as soon as prudent.
10. The hiring administrator/supervisor shall complete all new hire paperwork without delay and provide it to the human resources department. Individual contracts will be mailed to licensed candidates.
11. The human resources department staff will contact all successful candidates in order to arrange for an orientation, including information regarding mandatory district training and policies, fringe benefits, payroll requirements, and background checks.
12. Following School Board approval, the human resources department will send an executed individual contract to all new, licensed appointees.

NOTE: Employment contracts for all teachers hired after August 10th will be automatically non-renewed for the following school year. If a position becomes available for the following school year, then the teacher/candidate may apply for the position. The building administrator shall determine the level of formality required for the re-interview process.

II. RESIGNATION AND TERMINATION

All employees who seek to resign from a position shall do so in writing to their direct supervisor and the Director of Human Resources. All resignations and terminations shall be forwarded to the School Board for action.

A teacher will notify the School District of the intention to resign by March 1 for resignation at the end of the school year. Teachers will be approved for a mid-school year resignation with a sixty (60) day notice. Modifications to this notification deadline may be made between the Superintendent and an individual teacher in the event that this notification is not possible due to extenuating circumstances.

Non-licensed staff will provide a minimum of a two (2) week notice of their intent to resign. The School District reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during their current work agreement.

The School District shall comply with Minnesota Statutes, School Board Policy, and

local work agreements when terminating an individual's employment.

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Independent School District 110
Waconia, Minnesota