

RECRUITMENT AND SELECTION OF EMPLOYEES

It shall be the policy of the School Board (“Board”) to recruit and select candidates who best exemplify the ability to achieve the Board’s goals and vision for positions based upon established criteria. Recruitment and selection of employees will be conducted in a comprehensive and inclusive manner.. Thus, the Board will ensure adherence to policy AC, *Nondiscrimination*, as well as its commitment to hiring diverse staff when applying this policy. The entire recruitment and selection process shall be consistent with approved policies, regulations, and procedures and in accordance with all applicable federal, state, and local employment laws and regulations.

It is the policy of the Board to seek criminal conviction information on applicants prior to their employment. It is the responsibility of the Department of Human Resources to determine, on a case-by-case basis, whether or not to employ a convicted offender considering, at a minimum, the nature of the particular position, the seriousness of the offense(s), any applicable state or federal law, the relevance of the crime(s) to the job, the amount of time that has passed since the conviction, and the honesty of the applicant in the application and selection process.

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Cross Ref.:	AC, Nondiscrimination GB, Equal Employment Opportunity GBAB, Americans with Disabilities Act

PROCEDURE FOR COMPLIANCE – RECRUITMENT AND SELECTION OF EMPLOYEES

When a vacancy occurs, the principal/department head/designee will be responsible for submitting a job requisition, which should include the job title and specific requirements for the position, to the Department of Human Resources, unless the Department of Human Resources has established alternative procedures.

Principals/department heads/designees shall assure that all persons involved in interviewing candidates have received current training in the legal aspects of interviewing and are fully aware of the job description and duties of the vacant position.

A. Recruitment

1. The Department of Human Resources shall develop and conduct an active recruitment program designed to meet current and projected Albemarle County School Division (“Division”) needs. Recruitment will be tailored to the various classes of positions to be filled and directed to sources likely to yield candidates who meet the minimum job qualifications.
2. Job Announcement and Publicity - In order to attract a sufficient pool of candidates for present or anticipated vacancies, the Department of Human Resources/designee will issue job announcements and publicize vacancies through advertising and social media as appropriate for each vacancy. Job announcements will be clear and readable and include the job title, pay rate/range, minimum qualification requirements, and other pertinent information.

Publicity for job vacancies shall be conducted for a sufficient amount of time to ensure a reasonable opportunity for persons to apply and be considered for employment. Job vacancies shall be formally announced via posting of the vacancy at least ten (10) business days prior to the closing date for filing applications. In case of emergency need, exceptions to this time limit may be authorized by the Director of Human Resources/designee.

3. Application Form - All applications for employment shall be submitted using prescribed forms and processes. All applications must be signed electronically and the Department of Human Resources may require proof of statements made on the application(s).
4. Rejection of Applications - The Director of Human Resources/designee may reject any application which indicates that the applicant does not meet the minimum qualifications established for the position. Applications may also be rejected if the applicant:
 - a. Has deliberately falsified his/her application;

- b. Is physically, mentally, or otherwise unable to perform the duties of the position with or without a reasonable accommodation;
- c. Has established an unsatisfactory employment record of such nature as to demonstrate his/her unsuitability for the position;
- d. Has failed to meet the application deadline for a particular position;
- e. Has failed to complete the application as required; or
- f. Is a former employee who was found to have violated policy.

Applicants who have been found to have falsified applications may be considered after three (3) calendar years of the finding. Former employees who were found to have violated policy may be considered on a case-by-case basis, but should be considered at least after three (3) calendar years from separation of employment.

This section is reciprocal with Albemarle County (“County”) Local Government. Applications may be rejected if such applicant violated the above provisions for positions and policies of the County.

5. Promotions and Transfers – Promotions and transfers under this policy are those positions for which current employees may wish to apply. These opportunities may be open to Division regular employees who meet prescribed minimum qualifications for a vacant or new position. Vacancies may be posted within the Division, department, and/or externally as determined by the Department of Human Resources for a period of at least five (5) business days (for internal only) or ten (10) business days. Candidates for internal transfers or promotions must adhere to all communicated instructions, including deadlines, for job consideration. In the event that an internal vacancy involves the transfer of an employee from one school or department to another, both principals/department heads must be in agreement regarding the specific details (i.e. effective date, training that is expected, etc.) of the transfer before the transfer occurs. A new probationary period shall be served when an employee changes to a different position in accordance with policy GCN, Performance Review.
6. Selection Procedure – Applications will be screened to determine which candidates best meet the needs of the school/department and will be considered. Offers of employment will not be made without approval of the Director of Human Resources/designee and no such offer shall be made until the closing date for applications or the minimum posting period has passed, unless an exception has been granted by the Director of Human Resources/designee.

Under no circumstances will a principal/department head/designee make an informal agreement with an employee planning to retire from the Division or County to rehire him/her in a part-time or full-time position after retirement, or

delay a hiring process in order to rehire the retiree. Retirees from the Division or County are not eligible for rehire until the Virginia Retirement System waiting period has been fulfilled, typically at least one (1) full calendar month from the date of retirement, over a period the employee normally would have worked. Periods of leave with or without pay do not count toward satisfying this break in service. Summer breaks, intersession periods, educational leave, and sabbaticals also do not count toward satisfying this break.

7. Principals/department heads/designees will forward a brief rationale for their selected candidates to the Department of Human Resources through the prescribed process. All materials pertaining to the candidate pool, interviews, and selection process must be retained for a period of three (3) years from the hire date of the candidate. Schools/departments are responsible for their own retention and destruction of recruitment materials, unless otherwise designated by the Department of Human Resources.
8. Candidates who were interviewed will be notified of their statuses by the hiring manager. All other candidates can view the statuses of their applications through the application system and/or job posting. Official notification in writing by Department of Human Resources shall be the only commitment of employment.
9. As a condition of employment, every new employee shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner or registered nurse stating the employee appears free of communicable tuberculosis to the Department of Human Resources prior to beginning employment, per the requirements of Board Policy GBE, Staff Health.
10. Employees shall be required to undergo background checks in accordance with Board Policy GCDA, Effect of Criminal Conviction or Arrest or Founded Complaint of Child Abuse or Neglect.

B. Recruitment and Selection for Extracurricular Athletics and Activities

1. Athletics - The Athletic Director will be responsible for coordinating all extracurricular athletic and other activities as assigned. Upon learning of a vacancy, the Athletic Director will notify the building principal and the Department of Human Resources of the position available and will provide any specific qualifications for this position. The principal has the authority to designate recruitment and selection responsibilities to the Athletic Director. The duties and responsibilities of each activity must be agreed upon by the principal and Athletic Director prior to posting.

The Department of Human Resources will post the vacancy. Applications will be accepted for at least five (5) business days (internal only) or 10 business days. After the completing the selection process, the principal/Athletic Director may extend offers of coaching assignments. Coaching assignments are considered

temporary in nature and there is no guarantee of additional seasons or sports.

When a current employee is considered for coaching vacancies, the employee's principal/department head must give approval prior to the assignment being offered. The employee must be able to fulfill all requirements of his/her regular position in addition to the responsibilities of the coaching assignment.

All assignments will be advertised and filled with regard to qualifications and in accordance with Equal Employment Opportunity regulations.

2. Activity Sponsorship – All extracurricular and leadership activity assignments, including the Academic Leadership Compensation Program (ALCP), are determined by the principal/designee. A fair communication process shall be established by the principal/designee to notify staff of activity sponsorship roles/opportunities prior to finalizing assignments. Assignments are considered temporary in nature and there is no guarantee that the assignment, activity, or compensation will be available or continue beyond the initial contracted period.

C. Staffing New Schools

When a new school is opened, the teaching staff for the school will be chosen based on the following guidelines:

1. If the new school draws its population from existing schools, the number of staff selected from the existing schools to staff the new school will be generally proportionate to the number of students coming from these schools. Further, the number of teachers coming from any other school in the Division will be monitored by the Superintendent/designee so that equitable programs are assured.
2. The opportunity to pursue positions in the new school will be open to all tenured and non-tenured teachers in the Division and to all candidates in the active applicant pool, as follows:
 - a. Teachers may seek transfers to the new school through the established transfer procedure. A screening instrument may be used prior to interviews being granted.
 - b. Additional requirements beyond the standard application/transfer procedures may be established for this purpose by the Department of Human Resources.
 - c. Candidates from the active applicant pool will be considered and interviewed at the discretion of the Department of Human Resources and/or the principal/designee.

3. Teachers may be administratively transferred to meet instructional needs. Any teacher who has been impacted by the Division's Reduction-In-Force (RIF) process will be reduced and/or considered as policy dictates.
4. Teachers selected for the new school must meet the qualifications for the positions established at the school.
5. Teacher selection for the new school will, to the greatest degree possible, attempt to achieve diversity and promote inclusion in the school and Division. The impact on diversity at the existing schools resulting from any such reassignment will also be considered.

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Cross Ref.: GBE, Staff Health
GCBA, Staff Salary and Salary Schedules
GCDA, Effect of Criminal Conviction or Arrest or Founded Complaint of Child Abuse or Neglect
GCI, Assignment and Transfer
GCN, Performance Review
GCPA, Reduction in Licensed Staff