

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**

Certificated, Classified, Administrative and Supervisory

RECRUITMENT AND SELECTION/EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: To specify employment procedures for certificated and classified staff.

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent people. The Board shall approve the employment, fix the compensation, establish the term of employment, and reaffirm the duties and responsibilities for each person employed by the District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.

The Board directs the Superintendent to make every reasonable effort to employ only those individuals whose certifications are current, valid, and complete for the duties specified.

Any employee's misstatement of fact material to qualification for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.

In regard to promotion opportunities, notice shall be made by the Associate Superintendent of Human Resources and distributed throughout the District. Professional requirements shall be listed. To be considered for advancement or change of assignment, employees will be responsible for maintaining a current file in the Human Resources Department stating their professional intent and status as appropriate for their job classification.

Employees of the school district will use good judgment in clothing and appearance in order to bring respect and recognition to the position they represent and contribute thereby to the morale of the whole District.

The clothing of all employees should be of serviceable quality and color and type which can be kept neat and clean without undue cost to the employee. All wearing apparel shall be appropriate to the occasion and job classification.

A. Creating, Reclassifying, and Eliminating Positions**1. General**

The Board recognizes the need to establish new positions and to redefine duties and responsibilities of existing positions based upon the needs of the District. Upon the recommendation of the Superintendent or designee, the Board may create new positions, reclassify existing positions, and/or establish the salaries therefor. Requests for new positions, as well as requests for reclassification requiring salary/wage increases must include funding

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sources and budgetary impact assessments. All new and reclassification requests must be accompanied by the proposed job description.

All authorized positions are to have a current job description on file at the District Office in the office of the Associate Superintendent of Human Resources.

The Board is responsible to provide the necessary staff for the delivery of the educational program and the operations of the schools of the District, and to do so in an efficient manner consistent with the judicious allocation of resources.

The Board reserves the right, in accordance with applicable laws, to eliminate any existing position, in whole or in part, and to reduce the number of permanent employees for reasons of a decline in the number of students enrolled, a lack of work, or reduction or discontinuance of a particular service of the District.

The Superintendent or designee shall recommend to the Board for its deliberation the elimination of existing positions.

2. Classified Employees

At the time of employment, all persons hired in classified positions shall be given a copy of their job description and shall be informed as to whom they are responsible and by whom they will be evaluated. At the time of employment, the supervisor/evaluator shall review the job description with the employee.

Job descriptions shall be reviewed not less than annually by the employee and the supervisor/evaluator, and any recommendations for changes shall be submitted by the supervisor/evaluator in writing to the Associate Superintendent of Human Resources to whom the position is responsible.

Requests for proposed changes to any job description shall be submitted to the Associate Superintendent of Human Resources, who shall review the request and determine its merit.

B. Summer School

Certificated employment opportunities for summer school programs shall first be offered to current District employees prior to solicitation outside of the District.

The Board recognizes that it is vital to the success of the summer school program that those positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each person employed in the summer school of the District. Such approval shall be given only to those candidates recommended by the Superintendent.

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The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for summer school employment in accordance with the following guidelines:

1. Only those candidates who are best qualified to perform the duties of the position shall be recommended for employment. Openings will be filled without regard to race, sex, religion, age, ethnic background, or other legally protected status.
2. Staff vacancies for summer school employment shall be made known to District personnel so that they may apply for such positions. The Superintendent or designee may administer screening tests that bear upon the candidate's ability to perform the tasks for which he or she is being considered.
3. Except for administrative and special education teachers, all contracts offered to summer school teachers shall include the following statement: "It is agreed by both parties that if the enrollment drops below 28 average daily attendance (ADA) this contract may be terminated at the discretion of the Board."
4. When necessary to terminate any teacher's contract because of lack of enrollment, the Superintendent or designee may act on behalf of the Board and shall notify the teacher as to the date of termination and report same to the Board at its next meeting.

D. Center for Advanced Research and Technology (CART)

To recruit the most qualified teachers for the Center for Advanced Research and Technology (CART), candidates shall be placed appropriately on the Certificated Salary Schedule commensurate with their education levels and years of experience in the education field and/or the private sector. Candidates recruited for CART, and CART only, shall be awarded years of service credit for relevant experience in the private sector and education levels as approved by the Superintendent or designee.

E. Classified Employees

1. Application: All applications for classified positions in the District shall be made in the District's Human Resources Office. A formal application for the position shall be made prior to the initial interview. All qualified applicants shall normally be interviewed by the department head or immediate supervisor where the position exists (after application to the Associate Superintendent of Human Resources) and prior to a recommendation being made to the Associate Superintendent of Human Resources that the person be employed.
2. Testing: If a written or a performance test is required, the test must be successfully completed prior to an interview with the department head, supervisor, or school principal. The test may be administered by a District employee or other individuals designated by the Superintendent or designee.

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Probationary Status: Pursuant to Education Code 45113, all non-bargaining unit members hired beginning January 1, 2020 or after, or bargaining unit members hired beginning July 1, 2020 or after, who are part of the classified service, as defined by Education Code 45103, will be designated as probationary employees for a period of six months or 130 days of paid service, whichever is longer, from initial date of employment.

3. Notices of Employment: Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.

Authorization to Start Work: Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent or designee, nor until a notice of employment has been authorized and until all necessary data such as application, administration of oath or affirmation, tax withholding form, tuberculosis report, and fingerprinting report, have been filed in the Human Resources Department.

F. Equal Employment Opportunity

The Board declares it to be the policy of the District to guarantee to all persons equal access to all categories of employment in the District, regardless of actual or perceived characteristics identified in Government Code section 12940 or any other bases provided by law. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures.

The Board directs the Associate Superintendent of Human Resources as the Equal Employment Opportunity Officer to assume the responsibility of coordinating the recruitment, selection, promotion, and evaluation of District employees.

It shall be the duty of the Superintendent or the Equal Employment Opportunity Officer to do the following:

1. Job Analysis: Study all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.
2. Utilization Analysis: Analyze market availability of District required skills as a function or applicant characteristics and compare the results to the characteristics of the District's present staff.
3. Employment Analysis: Develop methods to search out sources of personnel and recommend methods that will encourage minority, female, and underrepresented applications. Review copy used in recruiting ads and application forms.

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4. Promotional Analysis: Compare the promotion and discharge records of females, minorities, and underrepresented employees in each employment category with that of the dominate group. Recommend programs to afford greater upward mobility to women, minorities, and underrepresented employees where so indicated.

The Equal Employment Opportunity Officer may be assisted in these duties by a committee comprised of classified and certificated staff members, parents, and other residents.

The Equal Employment Opportunity Officer shall report to the Board on progress made in the equal employment opportunity program for employment/contract practices annually.

Complaints relating to the above policy should follow the procedures listed in Board Policies No. 1312.1 or 1312.3, depending upon the nature of the complaint.

Adopted: 07/23/1975

Amended: 08/18/1976, 05/13/1992, 10/1992, 11/18/1992, 01/23/2002, 09/25/2002, 02/22/2006, 10/10/2007, 03/23/2011, 10/21/2020 (BP 6202 renumbered as BP 4111, 4211, 4311; all contents of BP 6201 moved; all contents of BP 6205 moved)

Doc# 42302-6 (08/2020, 03/2018)