

Personnel

General Personnel Policies

Recruitment and Hiring of District Employees

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment of the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for all positions of employment in the District, except for the position of Superintendent, shall be conducted in accordance with provisions of this policy.

The Superintendent shall ensure that the District's practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different practices and procedures as may be defined for different types of positions.

The School Board will make the final decision to approve, or not approve the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval.

If the Superintendent determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by shortening the standard application period, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

1. Participating in an interview.
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion.
3. For all positions, either of the following
 - a. The District has completed licensure (where applicable) reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of employment is made, or
 - b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable.

Legal Reference:

- Wisconsin Statute Section 66.0502**
- Wisconsin Statute Section 111.31**
- Wisconsin Statute Section 118.19**
- Wisconsin Statute Section 118.195**
- Wisconsin Statute Section 118.20**
- Wisconsin Statute Section 118.21**
- Wisconsin Statute Section 118.22**

Wisconsin Statute Section 118.24
Wisconsin Statute Section 121.02(1)(a)

Policy Approved: August 19, 1987

Policy Revised: September 22, 2014