

RECRUITING AND HIRING

Through its employment policies, the Board of Education directs the Superintendent of School and/or his/her designee to attempt to attract, secure, and retain the best-qualified personnel available. The selection program will be based upon finding outstanding candidates who will devote themselves to the education and welfare of the children attending the public schools.

Recruiting procedures shall enable the district to seek highly qualified candidates from a variety of sources, including present staff. Any current employee of the district may apply for any position for which he/she meets certification and other stated requirements.

The Board and school district adhere to the practice of recruiting, hiring and assigning personnel without regard to religion, creed, race, color, marital status, national origin, political affiliation, sex, sexual orientation, disability, gender identification or any other status protected by federal or state law.

It will be the responsibility of the Superintendent, and of people delegated by him/her, to determine the personnel needs of the district and to locate excellent candidates to recommend for employment to the Board. He/She shall ensure that persons nominated for employment in the schools will meet all certification requirements for the positions assigned.

The Superintendent's recommendation is necessary before the Board can consider any personnel appointments. For purposes of full transparency, no member of the superintendent's family, nor that of his/her Cabinet, shall be appointed without disclosure of the relationship to the Board of Education.

No appointment or assignment shall be made that would result in a member of an administrator's immediate family working under the administrator's direct supervision, except under temporary conditions or unusual circumstances in which the Superintendent would notify all Board members.

No person shall be considered employed until a resolution to that effect has been approved by the Board and a contract executed by the employee. The Superintendent or designee shall notify each employee of his/her appointment. Notwithstanding the above, the Board authorizes the Superintendent to place new employees on the payroll and utilize their services on an interim basis prior to Board action, subject to Board approval at its next meeting.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§ 621 *et seq.* (prohibiting discrimination on the basis of age)
Americans with Disabilities Act (ADA), 42 USC §§ 12101 *et seq.* (prohibiting discrimination on the basis of disability)
Civil Rights Act of 1964 (Title VII), 42 USC §§ 2000e *et seq.* (prohibiting discrimination on the basis of color, national origin, race, religion and sex)
Rehabilitation Act of 1973 (Section 504), 29 USC § 794 (prohibiting discrimination on the basis of disability)
Title IX, 20 USC §§ 1681 *et seq.* (prohibiting discrimination on the basis of sex)
New York State Constitution, article V, § 6 (requiring public employees be appointed on the basis of merit and fitness)
Civil Service Law §§ 22, 40-44, 61(1) (rules on classified positions)
Education Law §§ 1604(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (board's authority to hire employees)
Education Law §§ 1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25) (fingerprinting requirements)
Executive Law §§ 290 *et seq.* (prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race or sex)

Apdoted: April 22, 2009