

RECRUITMENT AND HIRING OF CLASSIFIED STAFF

Policy 543

Waunakee Community School District

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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 to 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 custodial & maintenance, administrative assistants, and classified staff groups shall be conducted in accordance with provisions of this policy.

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

The Director of Human Resources shall have the power, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where 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, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual.

If the Director of Human Resources 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, e.g., 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 a personal 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; and
4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:

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- a. be made following Board approval of the hiring decision and the terms of any employment contract; or
- b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

If, in the judgment of the District Administrator in consultation with the vacant position's direct supervisor, the administration fills or recommends filling a position with an internal candidate without seeking external candidates, the administration shall (1) inform the Board when any non-contractual and non-supervisory position was filled in this manner; (2) inform the Board when any contractual, non-administrative position was filled in this manner, provided that the change in position or assignment does not necessitate an amendment to the employee's current contract; or (3) in connection with any other contractual or supervisory position, present this recommendation and the supporting rationale to the Board for approval. The requirements of this paragraph do not apply to routine changes in assigned duties or work schedules, or to reassignments or lateral transfers between materially similar positions.

Legal References:

Wisconsin Statutes

Section 66.0502	[employee residency requirements prohibited]
Section 111.31	[declaration of fair employment policy]
Section 118.19	[licensure and certification]
Section 118.195	[discrimination against handicapped teachers prohibited]
Section 118.20	[teacher/administrator discrimination prohibited]
Section 118.21	[teacher contracts]
Section 118.22	[renewal and nonrenewal of teacher contracts]
Section 118.24	[administrator contracts]
Section 121.02(1)(a)	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

PI 8.01(2)(a)	[school district standard; assure proper license/certification is on file]
PI 34	[licensure requirements]

Federal Laws

Americans with Disabilities Act	[nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]
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Cross References:

WASB PRG 533 Sample Policy 2

Adoption Date: 11/8/82

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