



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.32.POL Employee Recruitment and Hiring Policy

Effective/Revision Date:

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PURPOSE

This policy provides employment procedures for personnel recruitment, screening, and selection recognizing that personnel is the most important resource within Ogden Preparatory Academy (The School) for effectively conducting a quality learning program.

POLICY

To ensure the employment of qualified candidates, the OPA recruitment and selection procedures shall:

1. Provide uniformity and equity in applying OPA policies and benefits that consider equal employment opportunity, affirmative action, and public relations.
2. Supervise and direct the recruitment and evaluation of employees to augment School efforts and resources in selecting qualified employees.
3. Establish procedures that provide both outside candidates and current School employees with equal access to job openings, inquiries, applications, and selection.
4. Recognize all requirements set forth in applicable negotiated agreements.

DEFINITIONS

- **"Classified employees"** means all educational support employees, working under an agreement with the School.
- **"Licensed employees"** means any person employed by the School who is required to hold a current professional certificate issued by the Utah State Board of Education.
- **"Administrative Employee"** means any member of the Administrative Team employed by the School.
- **"Executive Director"** means the Director of the School.

- **"Transfer"** means a change in an employee's work location with an accompanying change in supervision (i.e., the employee reports to a different principal or supervisor). Transfers do not include promotions or demotions to different positions and do not include reassignments involving a partial change in an employee's assigned responsibilities.

RECRUITMENT AND SELECTION

1. It is the intent of the Board of Education (Board) and the School that recruitment and selection procedures provide a positive experience for applicants and result in the employment of qualified personnel.
2. The School is committed to providing applicants an environment that is free from unlawful discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and pregnancy-related conditions), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information.
3. The School shall comply with the requirements of U.C.A. Title 34, Chapter 46 Employment Selection Procedures Act, related to restrictions on the collection of information; and retention, disposition, access, and confidentiality of information gathered in the selection of employees.

GENERAL PROCEDURES

1. Identification of Vacancies
 - a. The Administrative Team shall identify School staffing requirements.
 - b. The Human Resources Director shall facilitate the creation of a job posting for all vacancies. The position announcement shall include:
 - i. a brief description of the position;
 - ii. a statement of when and how to apply;
 - iii. the closing date of the position;
 - iv. the location of the opening, if applicable;
 - v. an EEO (equal employment opportunity) statement; and
 - vi. any special considerations about the position.
 - c. Job announcements may not show a preference for or discourage someone from applying for a job because of his or her race, color, religion, sex (including pregnancy, childbirth, or pregnancy-related condition), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information unless, the otherwise illegal discrimination is a bona fide qualification that is

reasonably necessary for the normal performance of the duties of a particular occupation.

- d. Applicants may submit a resume through online job posting sites or by contacting the school directly.
- e. OPA shall:
 - i. respond promptly to all inquiries about current or expected openings and possible employment opportunities;
 - ii. evaluate all applications for minimum qualifications and/or certification.
- f. Any misrepresentation, falsification, or material omission in the information provided by persons throughout the hiring and employment process, may result in:
 - i. exclusion from further consideration for employment; or
 - ii. voided employment from its inception.

2. Selection

- a. The principal or supervisor may consult with HR concerning screening techniques.
- b. Supervisors are responsible for checking applicant references and shall obtain references and a discipline record from prior employers of an individual before hiring the individual.
- c. An individual who, in good faith, provides a recommendation or discloses or receives information under this section is exempt from civil and criminal liability relating to that recommendation, receipt or disclosure in accordance with Utah Code Ann. §53E-6-402(4).
- d. Solicited applications and related material, including interview notes, shall be maintained in HR for one year. Supervisors are responsible for keeping documentation regarding their participation in the selection process (e.g., criteria used, notes on interviews) for one year.
- e. All employment offers are contingent upon:
 - i. the candidates' ability to show proof of their legal right to work in the United States;
 - ii. successful completion of a background check as established in School Background Checks Policy, and
 - iii. other requirements indicated by HR at the time of the employment offer.

PROVISIONS SPECIFIC TO RECRUITMENT AND SELECTION OF LICENSED EMPLOYEES

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In addition to the above General Procedures, the following provisions apply to the recruitment and selection of licensed employees:

1. **Application:** Except in situations requiring that positions be filled immediately or filled through administrative action, job announcements shall be posted for at least (5) working days.
2. **Transfers:** In applying for transfers, the following provisions apply:
 - a. Transfers are not encouraged during the school year.
 - b. Administration may transfer employees during the school year when it is determined the transfer is beneficial to students.
 - c. Before affecting a transfer, the Administration will inform both supervisors regarding the transfer.
 - i. The two departments involved shall agree on a suitable transfer date.
 - ii. HR shall be informed of the transfer.
 - iii. Receipt of a transfer is not a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee shall return to his or her former position if he or she is unsuccessful in the new position.
3. **Selection**
 - a. The number of applicants interviewed is determined by:
 - i. existing or expected vacancies;
 - ii. the number of qualified applicants; and
 - iii. resources available for conducting interviews.
 - b. The principal or supervisor shall:
 - i. receive authorization to fill a teacher vacancy from the Director;
 - ii. consider transfer applicants; and
 - iii. contact HR to post the position.
 - c. The principal or supervisor shall neither interview, recommend, nor employ any person without a current application or resume.
4. **Credentials:** Those applying for a teaching position shall:
 - a. show evidence they will possess a professional license applicable to the position by the effective date of their assignment; or
 - b. otherwise meet the eligibility requirements for a temporary teaching credential established by the Utah State Board of Education (USBE).
 - c. Candidates without appropriate teaching credentials may be offered employment contingent upon being approved for a LEA-specific license (see LEA Specific License Policy).

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- 5. Appointment:** After interviewing the candidates, the principal or supervisor in coordination with HR shall:
- a. select one of the applicants for hire;
 - b. provide the selected candidate with an employment offer;
 - c. inform candidates not selected that the position has been filled.
 - d. begin the OPA staff onboarding process.
- 6. Compensation**
- a. Compensation will be negotiated when an agreement is offered, using the School's Salary Schedules.
 - b. Licensed employees who experience a change in status, such as a change in licensure or educational level, may experience a compensation change, including a decrease in compensation.
 - c. Compensation changes will be effective immediately for Employees who experience a change in status prior to January 1. Status changes completed January 1 or thereafter will be effective in the following school year agreements.

Document History

Approved: xx/xx/xxx *Initial creation.*

Legal References