

RECRUITMENT AND SELECTION OF PERSONNEL

It shall be the policy of the Board to recruit and select the most suitable candidates for positions based on established criteria. Recruitment and selection of personnel will be conducted in an affirmative manner to insure open competition and to yield the best possible candidates for each position. The entire selection process shall be done in a consistent manner in accordance with approved procedures. It will be balanced to provide open competitive entry level opportunities as well as advancement opportunities through promotion.

It is the policy of the Board to seek criminal conviction information on applicants prior to their employment. It is the responsibility of the Department of Human Resources to determine on a case-by-case basis whether or not a convicted offender will be employed considering the sensitive nature of the affected job, the seriousness of the offense(s), and the honesty of the applicant in completing the application form.

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PROCEDURE FOR COMPLIANCE - RECRUITMENT AND SELECTION OF PERSONNEL

When a vacancy occurs, the principal/department head/designee will be responsible for forwarding a job specification, which should include the job title and specific requirements for the position, to the Department of Human Resources.

Principals/department heads shall assure that all persons involved in interviewing candidates have received current training in the legal aspects of interviewing and are fully aware of the job description and duties of the candidates being interviewed.

A. Recruitment

1. The Director of Human Resources shall develop and conduct an active recruitment program designed to meet current and projected manpower needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to all sources likely to yield qualified candidates.
2. Job Announcement and Publicity - In order to attract an adequate number of candidates for present or anticipated vacancies, the Director of Human Resources will issue job announcements and publicize vacancies through such media as is deemed appropriate. Job notices will be clear and readable and will include the job title; salary range, from minimum to 20% above the minimum; minimum qualification requirements; physical requirements; nature of work contacts; and whether the position is exempt or non-exempt under the Fair Labor Standards Act. The Superintendent has the authority to extend the advertised range above the 20%. Publicity for job vacancies shall be conducted for a sufficient amount of time to insure reasonable opportunity for persons to apply and be considered for employment. Job vacancies shall be formally announced at least ten (10) working days prior to the closing date for filing applications. In case of emergency need, exceptions to this time limit may be authorized by the Director of Human Resources.
3. Application Form - All applications for employment shall be made on prescribed forms. All applications must be signed. The Director of Human Resources may require proof of statements made on the applications.
4. Rejection of Applications - The Director of Human Resources may reject any application which indicates that the applicant does not meet the minimum qualifications established for the position. Applications may also be rejected if the applicant:
 - a. Has deliberately falsified his application.

- b. Is physically, mentally, or otherwise unable to perform the duties of the position.
 - c. Has established an unsatisfactory employment record of such nature as to demonstrate his unsuitability for the position.
 - d. Has failed to meet the application deadline for a particular position.
5. Promotions and Transfers - These opportunities may be open to employees of Albemarle County Public Schools who meet prescribed minimum requirements for a vacant or new position. All promotions that involve a vacancy or a new position will be advertised externally and internally. If a reorganization that does not create a vacancy occurs within a school or department, an internal posting within the school or department may take place. Internal vacancy announcements shall be posted within the affected school or department by the Director of Human Resources for a period of at least one week. Candidates for internal transfer or promotion will notify the Director of Human Resources, in writing, of their application prior to the posted deadline. In the event that an internal vacancy involves the transfer of an employee from one school or department to another, both principals/department heads must be in agreement regarding the specific details (i.e. effective date, training that is expected, etc.) of the transfer before the transfer is effected.
 6. Selection Procedure - Supervisors at the building/department level will interview from those candidates whose applications have been screened and recommended by the Director of Human Resources/Designee. Initial interviews will be conducted at the school/department level. The supervisor will recommend the employment of a finalist to the Director of Human Resources. Under no circumstances will a principal or department head make an informal agreement with an employee planning to retire from Albemarle County Schools to rehire him or her in a part-time position after retirement, or delay a hiring process in order to rehire the retiree. Retirees from Albemarle County Schools are not eligible for rehire in a permanent part-time position until at least 30 days have passed since the date on which the individual retired.
 7. Principals/department heads/designees will forward a list of candidates they interviewed, the date, and a brief rationale for their choice. This information must be submitted in writing on the prescribed form to the Director of Human Resources and forwarded with the application files of the candidates.
 8. Successful and unsuccessful candidates will be notified. Official notification in writing by the Director of Human Resources shall be the only commitment of employment. A completed Employee Action Authorization form places an employee on the payroll. The new employee and his principal/department head

each receive a copy of this form.

9. Employees shall be required to present tuberculin test results to the Department of Human Resources at the beginning of their employment, per the requirements of Albemarle County School Board Policy GBE, Staff Health.
10. Employees shall be required to submit to a criminal background check. It is the policy of the Board not to employ classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action, up to and including termination. Individuals applying for employment with ~~Albemarle County~~ the division for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses. Information provided by applicants may be verified by work history, personal reference or criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the County will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought. If an applicant or employee makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

As a condition of employment, all applicants for employment with the Albemarle County Public Schools, whether full-time or part-time, permanent or temporary, shall be required to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant.

In addition, as a condition of employment, all applicants for employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, shall provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. In addition, where the applicant has resided in another state within the last five years, the Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the division to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The division shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Such reasonable steps shall include, but not be limited to,

contacting any central child abuse and neglect registry maintained by the relevant state. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

Applications for employment with Albemarle County Public Schools shall require certification that the applicant has not been convicted of a felony, crime of moral turpitude or any offense involving the sexual molestation, physical or sexual abuse or rape of a child, and certification that the applicant has not been the subject of a founded case of child abuse or neglect. Any person making a materially false statement regarding any such offense shall be guilty of a Class I misdemeanor, and may subject such person to other penalties as provided by law.

Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

In addition, any person who misrepresents or omits information regarding criminal history of child abuse/neglect information shall be, at the Board's sole option, disqualified for consideration for employment or terminated from employment, whichever is applicable.

Applicants for employment may be required to pay all or part of the costs of such fingerprinting, criminal records checks or searches at the discretion of the School Board.

If an applicant for employment with ~~Albemarle County~~ the division should refuse to permit a criminal history record search, that applicant will be removed from further employment consideration and informed accordingly. Applicants who omit criminal convictions from their application may be denied employment for falsification of the application, and, if hired, may be subject to disciplinary action, up to and including immediate dismissal for withholding such information on the application. A new application may be filed after three (3) calendar years provided the person at that time lists his convictions. An authorization for the division ~~Albemarle County~~ to conduct a criminal conviction investigation and its satisfactory outcome are conditions of employment. ~~Once the County has reviewed an applicant's criminal history record and has made an administrative determination concerning employment suitability the record will be retained in a file separate from the official personnel file.~~ If a criminal record is obtained that

would prohibit employment under Albemarle County policy, the applicant/employee will be so informed and his application for employment removed from consideration and/or the employee will be subject to termination. If the response indicates a conviction(s), the Director of Human Resources will review the response. The County division shall have the sole discretion to determine whether any convictions are related to the duties of the position for which application is made or whether they affect the fitness of the applicant to work for the County division. Except as directed by court order or as otherwise required or permitted by law, conviction information received by ~~Albemarle County~~ the division as part of the employment process will not be disseminated to any third party not directly involved in the hiring process.

11. To avoid excessive risk exposure, the insurance carrier has requested that the school division secure driving records from the Division of Motor Vehicles on all person(s) whose position requires use of a County/school division vehicle.

B. Recruitment and Selection for Extracurricular Athletic/Activities Positions

The Athletic/Activities Director will be responsible for coordinating all extracurricular activities. Upon learning of a coach's/sponsor's vacancy, the Athletic/Activities Director will notify the building principal and the Director of Human Resources of the position available and will provide any specific qualifications for this position.

The Director of Human Resources will post an internal vacancy notice throughout the Albemarle County school division for at least one week and will notify the principal of all interested candidates.

If the position is not filled internally with a current employee, the position will be advertised through the appropriate media.

Before the coach/sponsor position is posted with a teaching vacancy, the appropriate principals and the Athletic/Activities Director must agree on the duties and responsibilities of that position. The Director of Human Resources will be responsible for coordination of this agreement and the subsequent posting of the position(s). In such instances both the principals and the Athletic/Activities Director will be involved in the screening and interviewing process.

It is understood that the Athletic/Activities Director will be kept informed of all coaching/sponsoring assignments made in his building and will have the opportunity to contribute input regarding such assignment prior to appointment. Final decisions on assignments will be made by the principal.

All assignments will be advertised and filled with regard to qualifications and in accordance with Equal Employment Opportunity regulations.

C. Staffing New Schools

When a new school is opened, the teaching staff for the school will be chosen based on the following guidelines:

1. If the new school draws its population from existing schools, the number of staff selected from the existing schools to staff the new school will be generally proportionate to the number of students coming from these schools. Further, the number of teachers coming from any other school in the division will be monitored by the Assistant Superintendents of Instruction and Support Services so that equitable programs are assured.
2. The opportunity to pursue positions in the new school will be open to all tenured and nontenured teachers in the school division and to all candidates in the active applicant pool, as follows:
 - a. Tenured teachers may seek a transfer to the new school through the established transfer procedure. A screening instrument may be used prior to interviews being granted.
 - b. Nontenured teachers may apply for a position in the new school. These teachers will be considered and interviewed at the discretion of the principal.
 - c. Candidates from the active applicant pool will be considered and interviewed at the discretion of the principal.
3. Nontenured teachers or candidates from the active applicant pool in a given endorsement area will not be placed in the new school until it is determined that sufficient positions exist for tenured teachers in that endorsement area. Tenured teachers may be administratively transferred to meet instructional needs. Nontenured teachers who are not placed in the new or in an existing school will be nonrenewed and placed in the applicant pool. A nontenured teacher who has been impacted by the division's Reduction-In-Force (RIF) process will be guaranteed interviews for any vacancies for which he is qualified.
4. Teachers selected for the new school must meet the qualifications for the positions established at the school.
5. Teacher selection for the new school will, to the greatest degree possible, reflect overall school division diversity. In selecting teachers from existing schools, consideration will be given to the impact on diversity at the existing schools.

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Cross Ref.: GBE, Staff Health
GCDA, Effect of Criminal Conviction