

Procedures for Policy 430: RECRUITMENT AND SELECTION OF EMPLOYEES

Posting Requirements

Posted positions must be available for at least five days. Postings can be identified as accepting internal applicants only or as accepting both internal and external applications.

The District will post internal positions using its application software provider. External positions will be posted in digital format in identified publications that facilitate the recruitment of a diverse pool of applicants.

Nepotism/Conflict of Interest

Organizational and supervisory integrity are essential to effective decision-making and maintaining employee morale. There is an appearance of impropriety, including an appearance of favoritism, when a special relationship exists between an administrator and an employee and the administrator directly supervises the employee. Such an arrangement also negatively impacts morale and the integrity of workplace decisions by eliminating impartiality.

- No employee shall be directly hired, supervised, evaluated or have direct administrative authority exercised over them by a close relative or by any relative residing in the same household.
- A close relative is defined as father, mother, sister, brother, spouse, son, daughter, step-child, step-parent, son-in-law, daughter-in-law, mother-in-law, father-in-law, or someone living in the same household as the administrator.
- When such a family relationship is established after employment, one or both of the employees may be transferred at a date to be determined by the district.
- No relative of an employee shall be shown preference in employment.

Recommending Candidates

Administrators must use the appropriate Human Resources form when recommending new employees. A Recommendation for Employment form is required for new employees. A Personnel Change Notice is required when re-assigning or adding a job for current employees. These [forms](#) are available on the district website.

Human Resources Manual for Administrators

Hiring administrators should consult the Human Resources Manual for Administrators, available through the Human Resources office, for additional guidance on the employee selection process.