

### **PROFESSIONAL STAFF RECRUITING/HIRING**

This policy addresses the recruitment and hiring of professional employees in the District. 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 School Board policies.

As used in this policy, the term "professional employee" includes registered nurses employed by the District and all individuals who are hired as employees of the District to fill a position that is an exempt position under the federal Fair Labor Standards Act and that requires the employee to hold a license or permit issued by the Department of Public Instruction (DPI). The term does not include any supervisory employee, any employee holding an administrator contract, or any employee employed to perform solely administrative duties.

The Board, without being bound by any administrative recommendation, is responsible for the final decision to employ a professional employee and to enter into any contract with a professional employee. The District Administrator, acting as the Board's authorized agent, may execute a professional employee's Board-approved employment contract on behalf of the Board. In addition, the District Administrator, or any other administrator with supervisory authority over a professional employee, may transfer or reassign a qualified professional employee to an open position without Board approval provided that such personnel action would neither require a modification of the employee's individual employment contract nor affect the individual's full-time equivalency.

The District Administrator and Building Principals are responsible for recommending candidates to fill professional positions to the Board. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the administrator with primary responsibility for identifying the administration's recommended candidate:

1. has personally interviewed the individual who is being recommended to the Board;
2. has verified that the District has completed all applicable criminal, employment and personal background checks with results satisfactory to the administration, or that these items and any other outstanding issues (e.g., confirmation of licensure, medical examination, release of a prior contract, etc.) remain as express contingencies that the candidate will need to satisfy before any offer of employment becomes final and binding on the District;
3. is satisfied that the individual is sufficiently qualified for the position and capable of performing the essential functions of the position (either with or without reasonable accommodations); and
4. is satisfied that the District would not be better served by reopening recruiting for the position or considering some other method of satisfying the staffing need.

The administrative team is also responsible for (1) developing and implementing the District's specific practices and procedures surrounding recruitment, selection, and hiring for professional positions; and (2) verifying that each professional employee, prior to entering the duties for his/her position, holds any certificate, license, or permit required and issued by the DPI or other licensing body.

## Legal References

### Wisconsin Statutes

<u>Section 66.0502</u>	[employee residency requirements prohibited]
<u>Section 111.31</u>	[declaration of fair employment policy]
<u>Section 118.19</u>	[licensure and certification]
<u>Section 118.195</u>	[discrimination against handicapped teachers prohibited]
<u>Section 118.20</u>	[teacher/administrator discrimination prohibited]
<u>Section 118.21</u>	[teacher contracts]
<u>Section 118.22</u>	[renewal and nonrenewal of teacher contracts]
<u>Section 118.24</u>	[administrator contracts]
<u>Section 118.25(2)</u>	[employee physical examination required as condition of employment]
<u>Section 121.02(1)(a)</u>	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

### Wisconsin Administrative Code

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

### Federal Laws

<u>Americans with Disabilities Act</u>	[nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]
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