

OLYMPIC ESD 114 BOARD POLICY STAFF RECRUITMENT, SELECTION, AND EMPLOYMENT

POLICY 5000

The Board delegates to the OESD Superintendent/designee the responsibility for administering the recruitment, selection, background clearance, and employment process. The Superintendent or designee shall have the freedom to organize, reorganize, and arrange administrative, supervisory, and support staff which in his/her judgment best serves OESD.

Equal Opportunity Employer

It is the policy of OESD to provide equal employment opportunities to all employees and applicants and prohibit discrimination and harassment of any type without regard to race, creed, religion, sex, color, national origin, age, marital status, families with children, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability or any other characteristic protected by federal, state or local laws.

This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Recruitment

All matters pertaining to recruitment of personnel shall be authorized by the Superintendent or designee.

Employee Selection, Reorganization, Assignment and Transfer

The Superintendent shall recommend to the Board the selection and placement of new employees for approval. In the event a vacancy must be filled before the Board can take formal action, the Superintendent is authorized to fill the position contingent upon final approval by the Board.

The Superintendent or designee shall verify that all persons recommended for employment meet the qualifications established for the position and any applicable certification requirements.

The Board directs the Superintendent to ensure that close relatives, partners, those in a dating relationship or members of the same household shall not be permitted to be in positions that have a reporting responsibility to each other.

Background Clearance

All applicants for OESD employment shall be required to disclose whether they have been convicted of any crimes listed in RCW 43.43.830 or found to have abused any minor or developmentally disabled person as described in RCW 43.43.834(2).

All prospective employees who have worked in a school district will also be required to

complete and sign a Washington State Sexual Misconduct Disclosure Release form allowing previous school district employers to disclose any investigative materials or findings related to sexual misconduct. Failure to sign the form shall render a prospective employee ineligible for OESD employment per RCW 28A.400.

All prospective employees who will not have unsupervised access to children will undergo a name and birth date background check by OESD through the Washington State Patrol prior to employment.

All prospective employees who will have regularly scheduled unsupervised access to children under sixteen (16) years of age will have their records checked by OESD through the Washington State Patrol and the Federal Bureau of Investigation which will include a fingerprint check.

The Washington State Patrol and Federal Bureau of Investigation fingerprint records checks shall be initiated prior to commencing employment. Continued employment will be conditional pending the outcome of the background check.

All background check information, including RAP (Report of Arrests & Prosecutions) sheets, shall be maintained in a locked cabinet, separate from personnel records, to protect the confidentiality of all OESD employees and job applicants. Access to background check information shall be limited to authorized Human Resources Department staff.

Probationary Employment Period

All employment of classified employees will be for an initial probationary period of up to 90 calendar days. Probationary employees shall be subject to termination at any time during the probationary period.

New certificated employees whose positions require Washington certification shall be employed by written contract and will be subject to nonrenewal pursuant to Washington statutes.

Legal Reference:

RCW 28A.310.200 (3) ESD Board – Powers & Duties

RCW 28A.310.220 ESD Board – Delegation of Powers & Duties to Superintendent

RCW 28A.310.230 Appointment, Salaries, Duties

RCW 28A.310.250-260 Certificated employees of district

RCW 28A.400.301 Information on past sexual misconduct
– Requirement for applicants

RCW 28A.400.303 Record checks for employees

RCW 43.43.830 Background Checks

RCW 43.43.832 – Background Checks – Disclosure of Information

RCW 49.60 Discrimination Human Rights
WAC Chapter 162-12 Preemployment Inquiry Guide
(Human Rights Commission)
WAC 392-300-050 Access to record check data base
WAC 392-300-055 Prohibition of dissemination of
fingerprint record information by ESD's, school districts
392-300-060 Protection of fingerprint records information
by ESD's, school districts

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