

## Russell County Public Schools

### SUPPORT STAFF HIRING PROCEDURES

It is the desire of the Russell County School Board to recruit, hire and retain the best possible qualified applicants.

#### Hiring Process

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified. If the position incorporates a lateral move based on the classification and pay rate of the position, any interested current employee(s) would provide the administrator of that department/school with a letter stating the employee's interest in transferring to the position in question. The administrator would then interview all employees requesting transfer and determine if there is an employee they want to offer the position. If so, then the administrator would notify said employee of their acceptance of the employee's transfer request. If the administrator does not wish to offer the position to a current employee(s) who has requested transfer, the administrator will notify the employee(s) who requested transfer by letter that the employee's request for transfer will be denied.

If the administrator does not accept a transfer request from a current employee the standard interview process will be initiated.

Vacancies and new positions within the division are advertised on the internet, in each school and in the Central Office.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Russell County Public Schools shall be made by completing the online application provided on the Russell County Public Schools website.

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

#### Prior Related Experience

All support staff will be awarded one (1) year of credit on Russell County Public Schools' salary scale for every two (2) years of full-time related service prior to their employment up to a maximum of twenty (20) years of prior service or ten (10) years of credit on Russell County Public Schools' salary scale.

Adopted: December 1, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	AC	Nondiscrimination
	GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect