



August 31, 1993

ADMINISTRATIVE MEMORANDUM NUMBER EIGHTY-EIGHT
PROCEDURES FOR EMPLOYMENT OF PERSONNEL

The policy of the Board of Education states, "Under the direction of the Board and Superintendent, the director of Personnel will administer the employment of all personnel and approve specific employees for all non-administrative positions."

Principals, administrators, and supervisors are directed to interview only applicants who are referred from the Personnel Office and who have an application on file in the Personnel Office. No person will be notified of final selection or placed in a work assignment until proper employment clearance has been received from the Personnel Office.

The following general employment procedures must be followed for all employees, contract and hourly:

1. When a vacancy is verified, contact the Personnel Office for application referrals.
2. Conduct interviews only with applicants referred from the Personnel Office.
3. Make a recommendation to Personnel of selected candidate.
4. Receive approval for employment placement from the Personnel Office prior to the applicant being notified of final selection or placed into a work assignment.
5. Complete all documents regarding employment prior to employment placement. (In emergency situations, verbal verification from Personnel may be issued, with the paper work to follow immediately.)
6. See the Personnel Section of the School Services manual "Hiring Procedures and Forms" for more information.

Should there be any question concerning personnel policy, please phone the Personnel Office prior to beginning the employment process.

/s/

Loren G. Burton
Superintendent