

Article IX.A.3.g. Vacancies, Transfers, and Promotions

A. Statement of Policy

The Board of Education of Granite School District (Board) recognizes that positive student outcomes, successful schools, and a well-functioning district largely depends on its personnel. Therefore, the district shall make every effort to recruit, hire, and retain the best and most qualified personnel.

B. Hiring Procedures

1. Staffing allocations are established by the Superintendent or designees. The Superintendent must approve all new positions.
2. All vacancies created by retirement, resignation, transfer, or dismissal shall be processed by Human Resources (HR) and reviewed by the Board as part of the Board's consent agenda.
3. One-year-only contract vacancies shall be posted, but there shall be no expectation of continued employment beyond the duration of the temporary assignment, regardless of whether applicant is a current employee and regardless of the number of years of service with the District.
4. HR advertises open positions and posts them on the District Employment Opportunities website for a minimum of five (5) working days.
5. Applicants, including current employees, shall apply for open positions on the District Employment Opportunities website.
6. Applicants shall provide complete and accurate information on applications as a condition of hire. Among other information, an applicant shall be required to sign a release authorizing the applicant's previous employers to disclose information related to physical or sexual abuse of a child. All applications and supporting documentation for employment shall be received and maintained by HR.
7. Working with the hiring administrator, HR approves or denies applications based on the position qualifications and releases approved candidates to hiring administrator.
8. Candidates shall be selected through fair and appropriate vetting process based on job-related qualifications. Some positions require additional vetting procedures and/or draw from preapproved applicant pools. All additional requirements shall be identified in the posting.
9. In the recruitment and selection of employees, Granite School District shall comply with state-mandated veterans preference provisions. Moreover, Granite

School District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, age, religion, national origin, disability, or any other legally protected class(es) as defined by applicable state and federal law.

10. After a candidate is selected, the hiring administrator shall conduct required reference checks and submit a recommendation for hire to HR. The prospective employee shall be notified that they have been approved for hire pending HR's completion of the hiring process and conditioned upon a successful background check.
11. Final approval of all hiring decisions rests with the Board of Education.
12. Hiring administrators shall retain all hiring records for a period of three years in compliance with Utah State Archives records retention schedules.
13. Hiring practices shall comport with the negotiated agreements.
14. According to state law, no person under 14 years of age shall be employed by the District.

C. Transfers

1. As used in this policy, an administrative transfer shall mean changing an employee's assignment from one location to another in the same job classification and at the same pay. Applications by current employees for job vacancies are not considered transfers.
2. Administrative transfer requests may be initiated by the employee or the employee's supervisor. An administrator may grant a transfer, at their discretion, if it serves the best interests of the employee and/or the District. Administrative transfers must be discussed with the employee's immediate supervisor at both locations. The superintendent or designee shall be the final authority on all transfers.
3. Employees that have been employed in a position for less than six months and temporary employees are not eligible for administrative transfers.
4. Administrative transfers of teachers initiated by a supervising administrator shall be preceded by a meeting with the School Leadership and Improvement Services director and Human Resources administrator to discuss the proposed transfer and the reasons thereof. If the teacher objects to the administrative transfer, the teacher may request a meeting with an appropriate Assistant Superintendent to discuss the matter.

5. Transferring surplus teachers and other employees shall also conform to the process detailed in respective negotiated agreements.
6. Transfers of administrative staff shall be made by the superintendent or designee and shall be subject to board approval. Prior to making an administrative transfer, other interested parties may be consulted. In the event an administrator objects to the transfer, the superintendent or designee will meet with the administrator and a Granite Association of School Administrators (GASA) representative to discuss the transfer.

D. Promotions

1. As used in this policy, promotion shall mean reassignment to a job which is carried on a higher lane of the salary schedule than the lane from which the employee is currently paid.
2. All employees, including hourly and temporary employees, may apply for promotion to a higher position which is posted as a vacancy. The HR hiring procedures shall be used to determine the best qualified candidate. Preference shall be given to current employees provided that other qualifications are substantially equal.
3. An employee who is promoted to a higher lane on the salary schedule will be placed on the step of that lane which comes closest to, but not more than, giving the employee an eight percent (8%) salary increase on their hourly rate for the promotion.
4. Classified and Secretarial employees may be promoted on a temporary basis to fill in for another employee. Temporary promotions beyond thirty (30) contract working days requires approval from HR. With advanced authorization by the employee's immediate supervisor and HR,
  - a. The employee shall be paid the rate the employee would earn if the promotion was permanent. This rate is not the rate of the person being temporarily replaced.
  - b. The employee must have worked fifteen (15) consecutive working days.

E. Special Circumstances

Regardless of the foregoing, when circumstances require, the superintendent or designee may make direct appointments of current employees to fill vacant or new positions with Board approval when such action will best serve the needs of the District.

**History:**

Revised January 2020 – combined several policies including Articles IX.A.2.e., IX.A.2.f., IX.A.2.o., IX.A.2.p., IX.A.3.g., IX.A.3.h., IX.A.3.i., IX.A.3.j., IX.A.5.c., IX.A.5.d, and Administrative Memorandum Number Eighty-Eight.

**References:**

Utah Antidiscrimination Act, Utah Code Ann. § 34A-5-101 *et seq.*  
Educator Licensing and Professional Practices Act, Utah Code Ann. § 53E-6-103 *et seq.*  
Public Education Human Resource Management Act, Utah Code Ann. § 53G-11-501  
Reference Check Requirements, Utah Code Ann. § 53G-11-410  
Definitions, Utah Code Ann. § 78A-6-105  
Veterans Preference, Utah Code Ann. Title 71, Chapter 10