

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.5R1

**Effective Date: December 1, 2008**

**Revised Date: June 1, 2017 \*Denotes change**

**Section: Personnel**

**Subject: Application and Employment Procedures\*/Transfers/Reassignment**

**Related Policy: Application and Employment 5.106**

**I. DEFINITIONS**

**II. PROCEDURES**

No part of this administrative hiring policy shall be construed to circumvent the policy of the Marshall County School Board.

**OPEN POSITIONS**

1. All \*open positions for employment will be publicly announced by Human Resources through appropriate public postings (front window, newspaper, district website, radio, college employment sites, etc. as determined appropriate by Human Resources).
2. All applicants for a position will receive an initial interview by the Human Resources supervisor or his/her designee. This interview will establish a relationship between the applicant and the district allowing the district to evaluate the applicant's potential for employment (complete application, references, transcripts, licenses as required, etc.). Upon completion of the initial interview, an applicant may apply for any posting without the need of further interview by Human Resources.
3. All applicants will be contacted for an interview.
4. Selection for the posting will be a coordinated, combined effort by the principal and the Human Resources supervisor over the area of instruction or staff supervision. This duty may be delegated by either party, but the principal must approve and sign the *Recommendation of Employment* before it is forwarded to the Director of Schools for hiring approval.
5. The principal will receive appropriate applications for the posting from Human Resources. The principal will arrange a second interview with the applicants and with the agreement of the appropriate Human Resources supervisor, make an employment selection from the provided applicants. Should none of the applicants meet the requirements of the position, the principal may request an additional group of applications from Human Resources.

6. The completed *Recommendation of Employment* form will be returned to Human Resources. *After checking references, and receiving written recommendations, the director of schools shall hire and assign qualified applicants* (5.106)(2). Human Resources will contact the selected applicant and make the offer of employment.
7. Professional employees shall be notified by Human Resources in writing of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment (5.106)(2).
8. Support employees will be notified of an employment offer by Human Resources upon the completion of a check of references and a written recommendation from principals or supervisors.
9. All new applicants must first process through Human Resources before proceeding to their place of employment unless prior arrangements have been made for the betterment of the district.

**\*TRANSFERS/REASSIGNMENTS**

An employee may be transferred/reassigned (to move to another assignment within the same school or within the district) as necessary for efficient operation of the schools. Transfers/ Reassignments shall be non-discriminatory and shall not be arbitrary or capricious.

Current employees may request a transfer/reassignment. Reassignments shall be made by the employee's immediate supervisor with approval by the director of schools. Transfers shall be made under the agreement of the supervisors from both locations and approved by the director of schools.

**III. ATTACHMENTS**

5.5 Addendum-A Application Procedures for Support Personnel

Signature on File

*Jacob Sorrells, Director of Schools*