

RECRUITMENT AND SELECTION OF PERSONNEL

It shall be the policy of the Board to recruit and select the most suitable candidates for positions based upon established criteria. Recruitment and selection of personnel will be conducted in a way that ensures open competition and yields the best possible candidates for each position. The entire selection process shall be done in a manner consistent with approved procedures and in accordance with all applicable federal, state, and local employment laws and regulations. Additionally, it will be balanced so as to provide open competitive entry-level opportunities as well as advancement opportunities through promotion.

It is the policy of the Board to seek criminal conviction information on applicants prior to their employment. It is the responsibility of the Department of Human Resources to determine on a case-by-case basis whether or not a convicted offender will be employed considering the sensitive nature of the affected job, the seriousness of the offense(s), and the honesty of the applicant in completing the application form.

Adopted: July 1, 1993
Amended: July 8, 1996; September 22, 1997; October 8, 2015
Reviewed: December 8, 1997; July 8, 2004; September 22, 2005; April 2, 2009

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-296.1;-22.1-296.2

PROCEDURE FOR COMPLIANCE - RECRUITMENT AND SELECTION OF PERSONNEL

When a vacancy occurs, the principal/department head/designee will be responsible for completing a job requisition, which should include the job title and specific requirements for the position, to the Department of Human Resources, unless alternative procedures have been established by the Department of Human Resources.

Principals/department heads shall assure that all persons involved in interviewing candidates have received current training in the legal aspects of interviewing and are fully aware of the job description and duties of the candidates being interviewed.

A. Recruitment

1. The Director of Human Resources shall develop and conduct an active recruitment program designed to meet current and projected division needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates.
2. Job Announcement and Publicity - In order to attract an adequate number of candidates for present or anticipated vacancies, the Department of Human Resources will issue job announcements and publicize vacancies through advertising and social media as is deemed appropriate. Job notices will be clear and readable and will include the job title, hiring pay rate/range, minimum qualification requirements, and other pertinent information. Publicity for job vacancies shall be conducted for a sufficient amount of time to insure reasonable opportunity for persons to apply and be considered for employment. Job vacancies shall be formally announced via posting of the vacancy at least ten (10) business days prior to the closing date for filing applications. In case of emergency need, exceptions to this time limit may be authorized by the Director of Human Resources.
3. Application Form - All applications for employment shall be submitted through the Albemarle County's online employment system. All applications must be signed electronically and the Director of Human Resources may require proof of statements made on the application(s).
4. Rejection of Applications - The Director of Human Resources/designee may reject any application which indicates that the applicant does not meet the minimum qualifications established for the position. Applications may also be rejected if the applicant:
 - a. Has deliberately falsified his/her application;
 - b. Is physically, mentally, or otherwise unable to perform the duties of the position with or without a reasonable accommodation;

- c. Has established an unsatisfactory employment record of such nature as to demonstrate his/her unsuitability for the position;
 - d. Has failed to meet the application deadline for a particular position; or
 - e. Has failed to complete the application.
5. Promotions and Transfers - These opportunities may be open to Albemarle County Public Schools employees who meet prescribed minimum requirements for a vacant or new position. Vacancies may be posted within a department, within the division, and/or externally as needed by the Department of Human Resources for a period of at least five (5) business days (for internal only) or ten (10) business days. Candidates for internal transfer or promotion must submit their applications prior to any posted deadline. In the event that an internal vacancy involves the transfer of an employee from one school or department to another, both principals/department heads must be in agreement regarding the specific details (i.e. effective date, training that is expected, etc.) of the transfer before the transfer occurs.
6. Selection Procedure - Those candidates whose applications meet at least the minimum requirements of the position will be considered. Offers of employment will not be made without approval from the Director of Human Resources/designee. Under no circumstances will a principal or department head make an informal agreement with an employee planning to retire from Albemarle County Schools or Local Government to rehire him or her in a part-time position after retirement, or delay a hiring process in order to rehire the retiree. Retirees from Albemarle County Schools or Local Government are not eligible for rehire in a regular part-time position until at least 30 days have passed since the date on which the individual retired.
7. Principals/department heads/designees will forward a brief rationale for their selected candidate to the Department of Human Resources through the prescribed process. All materials pertaining to the candidate pool, interviews, and selection process must be retained for a period of two (2) years from the hire date of the candidate. Schools/departments are responsible for their own retention and destruction of recruitment materials, unless otherwise designated by the Department of Human Resources.
8. Candidates who were interviewed will be notified of their statuses by the hiring manager. All other candidates can view the status of their applications through the application system and/or job posting. Official notification in writing by the Department of Human Resources shall be the only commitment of employment.
9. Employees shall be required to present tuberculin test results to the Department of Human Resources prior to beginning employment, per the requirements of

Albemarle County School Board Policy GBE, Staff Health.

10. Employees shall be required to submit to a criminal background check. It is the policy of the Board not to employ classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action, up to and including termination. Individuals applying for employment with the division for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses. Information provided by applicants may be verified by work history, personal reference or criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the County will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought. If an applicant or employee makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

As a condition of employment, all applicants for employment with the Albemarle County Public Schools, whether full-time or part-time, regular or temporary, shall be required to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant.

In addition, as a condition of employment, all applicants for employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, shall provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. In addition, where the applicant has resided in another state within the last five years, the Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the division to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The division shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Such reasonable steps shall include, but not be limited to, contacting any central child abuse and neglect registry maintained by the relevant state. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds

as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded. Applications for employment with Albemarle County Public Schools shall require certification that the applicant has not been convicted of a felony, crime of moral turpitude or any offense involving the sexual molestation, physical or sexual abuse or rape of a child, and certification that the applicant has not been the subject of a founded case of child abuse or neglect. Any person making a materially false statement regarding any such offense shall be guilty of a Class I misdemeanor, and may subject such person to other penalties as provided by law.

Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

In addition, any person who misrepresents or omits information regarding criminal history of child abuse/neglect information shall be, at the Board's sole option, disqualified for consideration for employment or terminated from employment, whichever is applicable.

Applicants for employment may be required to pay all or part of the costs of such fingerprinting, criminal records checks or searches at the discretion of the School Board.

If an applicant for employment with the division should refuse to permit a criminal history record search, that applicant will be removed from further employment consideration and informed accordingly. Applicants who omit criminal convictions from their application may be denied employment for falsification of the application, and, if hired, may be subject to disciplinary action, up to and including immediate dismissal for withholding such information on the application. A new application may be filed after three (3) calendar years provided the person at that time lists his convictions. An authorization for the division to conduct a criminal conviction investigation and its satisfactory outcome are conditions of employment. If a criminal record is obtained that would prohibit employment under Albemarle County policy, the applicant/employee will be so informed and his/her application for employment removed from consideration and/or the employee will be subject to termination. If the response indicates a conviction(s), the Director of Human Resources will review the response. The division shall have the sole discretion to determine whether any convictions are related to the duties of the position for which application is made or whether they affect the fitness of the applicant to work for

the division. Except as directed by court order or as otherwise required or permitted by law, conviction information received by the division as part of the employment process will not be disseminated to any third party not directly involved in the hiring process.

B. Recruitment and Selection for Extracurricular Athletic/Activities Positions

1. Athletics - The Athletic Director will be responsible for coordinating all extracurricular athletic activities. Upon learning of a coaching vacancy, the Athletic Director will notify the building principal and the Department of Human Resources of the position available and will provide any specific qualifications for this position. The principal has the authority to designate recruitment and selection responsibilities to the Athletic Director. The job duties and responsibilities of each activity must be agreed upon prior to posting.

The Department of Human Resources will post the vacancy. Applications will be accepted for at least five (5) business days (internal only) or ten (10) business days prior to the principal/Athletic Director making offers of employment. Coaching positions are considered temporary in nature and there is no guarantee of additional seasons or sports.

When current regular staff members are considered for coaching vacancies, the employee's principal/department head must give approval prior to the position being offered. The employee must be able to fulfill all requirements of his/her regular position when taking on a coaching assignment.

All assignments will be advertised and filled with regard to qualifications and in accordance with Equal Employment Opportunity regulations.

2. Activity Sponsorship – All extracurricular and leadership activity assignments are determined by the principal/designee. A fair communication process shall be established by the principal to notify staff of activity sponsorship roles/opportunities prior to finalizing assignments. Assignments are considered temporary in nature and there is no guarantee of holding the same assignment year-to-year.

C. Staffing New Schools

When a new school is opened, the teaching staff for the school will be chosen based on the following guidelines:

1. If the new school draws its population from existing schools, the number of staff selected from the existing schools to staff the new school will be generally proportionate to the number of students coming from these schools. Further, the number of teachers coming from any other school in the division will be

monitored by the superintendent/designee so that equitable programs are assured.

2. The opportunity to pursue positions in the new school will be open to all tenured and non-tenured teachers in the school division and to all candidates in the active applicant pool, as follows:
 - a. Teachers may seek transfers to the new school through the established transfer procedure. A screening instrument may be used prior to interviews being granted.
 - b. Additional requirements beyond the standard application/transfer procedures may be established for this purpose by the Department of Human Resources.
 - c. Candidates from the active applicant pool will be considered and interviewed at the discretion of the Department of Human Resources and/or the principal.
3. Teachers may be administratively transferred to meet instructional needs. Any teacher who has been impacted by the division's Reduction-In-Force (RIF) process will be reduced and/or considered as policy dictates.
4. Teachers selected for the new school must meet the qualifications for the positions established at the school.
5. Teacher selection for the new school will, to the greatest degree possible, reflect overall school division diversity. In selecting teachers from existing schools, consideration will be given to the impact on diversity at the existing schools.

Adopted: July 1, 1993
 Amended: July 8, 1996; September 22, 1997; September 22, 2005; April 2, 2009; October 8, 2015
 Reviewed: December 8, 1997; July 8, 2004

Legal Ref.: Code of Virginia, 1950, as amended, §§19.2-389 (13); 22.1-78; 22.1-295; 22.1-296.1; 22.1-296.2; 22.1-296.4; 22.1-297; 22.1-300; 22.1-301

Cross Ref.: GBE, Staff Health
 GCDA, Effect of Criminal Conviction
 GCI, Assignment and Transfer
 GCPA, Reduction in Licensed Staff