



POLICY-400.6 EXHIBIT-1	Human Resources Hiring Procedures	
	ASSOCIATED CSD ADMINISTRATIVE REGULATION: 400.6-2	APPROVED: 6.12.2018
<p><u>Staffing Procedures:</u></p> <ol style="list-style-type: none">1. Utilize projections for future personnel needs based on student growth, replacements, and retirements;2. Maximize the use of technology in determining projected pupil/teacher ratios and personnel requirements;3. Consider financial constraints as they apply to future personnel needs;4. Utilize the projected curriculum requirements of the District;5. Maintain data to comply with state and federal requirements, including certification; and6. Keep abreast of current trends in staffing patterns and options7. In the staffing of schools and departments, the Director of Human Resources shall use a cooperative approach and include other administrators (e.g., directors, principals) as appropriate in making staff decisions. <p><u>Selection of Licensed Employees:</u></p> <ol style="list-style-type: none">1. An employment application shall be properly filled out, dated, and filed with the Human Resources Department. Applications shall be renewed biannually to remain effective.2. Applicants must have or be in the process of obtaining, a valid license issued by the Utah State Board of Education for the position in which they are making application.3. The Human Resources Department shall review applications and shall evaluate applicants on the basis of qualifications.<ol style="list-style-type: none">3.1. As much appropriate information as possible should be reviewed to assist in selecting the best candidates. Written evaluations or descriptive reports on his/her practice teaching or full-time teaching performance shall be reviewed. Comparable relevant information shall be maintained on non-teaching candidates.3.2. Applicants shall be screened by the Human Resources Department assessing the applicant's skills using common criteria.4. Selected applicants will be interviewed by the school/department administrator/designee. Attempts to obtain a minimum of three references shall be documented from pre-service and/or previous supervisors, before request to hire is made to the Human Resources Department.5. Upon completion of the selection process, the selected applicant shall be recommended to the Board for hire and assignment.		



6. Licensed assignments (e.g. grade/subject/team) shall be reviewed annually by the school/department administration.
7. Licensed assignments (e.g. grade/subject/team) shall be determined by the school/department administration (e.g., principal, director).
 - 7.1. When considering a licensed assignment, the welfare of the student(s) shall be of major importance. However, the employee preference shall also be considered in realization of the fact that personal preference may influence the effectiveness of an employee.
 - 7.2. As far as possible, licensed employees shall be assigned within their license area and endorsement.
8. Salary placement for licensed personnel shall be administered according to the guidelines in Policy—410.7—Salary Guidelines.

Selection of ESP Personnel:

1. Selection and Placement of ESP Personnel
 - 1.1. All ESP job applicants shall be required to complete an employment application in its entirety, including a release to conduct a background check and contact employment references. Failure to complete any portion of the application or the release may disqualify the applicant from employment consideration.
 - 1.2. Application forms furnished by the District shall be renewed annually through the Human Resources Department.
 - 1.3. Consideration of qualifications shall be determined by job description.
 - 1.4. All candidates' applicant screening forms, interview screening forms, reference check form and hire form must be approved by Human Resources prior to any job offer being made.
 - 1.5. New contracted ESP employees will be placed on the beginning step of the appropriate lane of the salary schedule unless it is determined that a higher initial step placement is necessary to attract and retain qualified employees in areas of critical District need. All critical need step placements must be approved by the Director of Human Resources. Part-time employees will be placed on the appropriate level step when employed full time. Employees who work full-time for two or more consecutive summers (a minimum of six months) will be granted one additional step on the salary schedule if hired full time thereafter.
 - 1.6. Former part-time/full-time District employees who are rehired may be granted full credit on the salary schedule for previous experience with the district while working in a similar position.
 - 1.7. Employees who have retired and are then rehired will be placed up to Step 4 of the position's corresponding lane.



- 1.8. Salary lane movement for promotions of current employees promoted after January 1st will be given service credit from their previous hire date and eligible for step increments increase.
 - 1.9. Salary lane movement will be based upon the above guidelines and the date the employee was hired in the district. Any person hired between July 1 and December 31 will receive one full year's experience the following July 1. Anyone hired between January 1 and June 30 will not receive experience credit for the first months of service up to July 1.
2. Interview Team
- 2.1. An interview team shall be established for all non-administrative, contracted ESP job openings or positions except for designated part-time positions such as hourly assistants, sweepers, community school staff members, etc. The team will consist of at least the following: The department director or immediate supervisor and one designated representative from Human Resources or a designee assigned by the director of the hiring department.
3. Promotion of ESP Personnel
- 3.1. The public shall be notified of all full-time vacancies at least five (5) days prior to the application closing date, unless circumstances warrant a shorter time frame as determined by the Director of Human Resources. Notification shall be made with postings on the Canyons District Web site, www.canyonsdistrict.org.
 - 3.2. Promotion shall mean reassignment to a job which is located on a higher lane of the salary schedule than the lane from which the employee is currently paid.
 - 3.3. All employees may apply for promotion to a position which is posted as a vacancy. Qualifications being equal, District employees will receive first consideration.
 - 3.4. Probation reports and negative evaluations older than five (5) years with no subsequent violation, as defined by Policy——Termination of Employment (ESP), shall not be considered in employee eligibility for promotion or transfer.
4. Temporary Assignments/Promotion
- 4.1. On a short-term, temporary basis, it may be necessary for one ESP employee to substitute for another ESP employee who is assigned to a higher lane on the ESP Master Salary Schedule. Under such circumstances, many responsibilities normally required in the higher position may not be required or accomplished by those in temporary assignments. While it is neither necessary nor realistic to give equal compensation for such short-term appointments, the following salary adjustments will be provided:



4.1.1. When a temporary assignment/promotion is necessitated by the extended illness, injury, or short term leave of an employee, beginning on the sixth consecutive working day of the temporary assignment, the promoted employee shall be paid on step one (1) of the higher lane or at \$5 per day, whichever is higher.

5. Voluntary Transfers

5.1. Any contract ESP employee wishing to transfer to an open position will submit their application through the electronic application process established by the Department of Human Resources.

Elementary Job-Share Assignments:

1. Only two elementary licensed employees may share one (1) full-time position. At least one (1) of the licensed employees must have one (1) or more years of successful teaching experience in Canyons School District.
 - 1.1. Elementary teachers desiring to job share will be required to find a qualified, licensed teacher with whom to share the position.
 - 1.2. A job sharing candidate, who is not a current licensed employee of Canyons School District, may be considered upon completion of the application and screening process.
2. An initial job-share written plan, and any subsequent modifications, must be submitted to the principal by the licensed employee(s) desiring to job-share.
 - 2.1. The plan must meet the needs of the students within the school's educational program and be approved by the principal, School Performance, and Human Resources.
 - 2.2. Teachers desiring to continue the job sharing assignment for the following school year must submit an updated plan for approval by March 15th.
 - 2.2.1. If either teacher desires to dissolve the job share assignment after the plan has been submitted, and before the start of the school year, both teachers will be returned to the candidate pool and may apply for a transfer to any open positions.
 - 2.2.2. Upon resignation of a job share teacher during the contract year, the other licensed teacher may assume the full job responsibility until a replacement can be hired. The licensed employee will receive the full-time contract rate during the interim.
3. Each job sharing licensed teacher will be required to work half of a regular teaching contract. The principal will determine the work schedule for the job share assignment.
4. The principal may determine work assignments outside the contract hours including but not limited to parent-teacher conferences, committee work, faculty meetings, and professional development. These additional assignments shall be compensated.



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5. Licensed teachers in a job sharing position may trade working time with their partner or may substitute for each other at substitute wages with principal approval.
6. Job sharing licensed teachers will be subject to the same District policies, procedures, assignments, and evaluations as other licensed employees.

This online presentation is an electronic representation of approved Canyons School District's Administrative Regulations. It does not reflect updating activities in progress. The official, authoritative administrative regulations are available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.