

POLICY—400.6—HIRING PERSONNEL

	DISTRICT CODE: 400.6	ADOPTED: 6.12.2018
	RESCINDS: N/A	ADOPTED: 2.21.2017

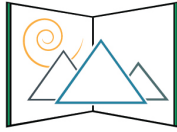
BOARD POLICY

1. The Board of Education recognizes the personnel of Canyons School District constitute the most important resource for delivering a high-quality education to students. The Board of Education also recognizes that every employee can make important contributions to student learning. The Board therefore strives to employ the most qualified personnel to fill each position, and directs the Superintendent to see that recruitment, screening, and selection of employees is orderly and consistent across the District.
2. Canyons School District is an Equal Opportunity Employer and will provide and safeguard the opportunity for all persons to seek, obtain, hold and advance in employment within the District without discrimination. The Board shall: consider applicants on an equal basis; publicize the District’s commitment to provide equal opportunity employment; review the status of equal opportunity employment, and ensure all persons are given full opportunity and access to compete for available employment opportunities.
3. In the recruitment, screening, and selection of employees, Canyons School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status as defined by applicable state law and federal law.
4. Nepotism is prohibited in matters of employment in accordance with state law. In prohibiting nepotism, the goal is to avoid creating circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist.
5. The Board of Education delegates to the Superintendent and/or designee the authority to recruit, screen, hire, and terminate subject to ratification by the Board.

	ADMIN-REG: 400.6-1	APPROVED: 6.12.18
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ADMINISTRATIVE REGULATION—400.6-1: (Nepotism is Prohibited)

1. Prohibition on hiring a relative:
 - 1.1. No one with supervisory responsibility shall be involved in the appointment or hiring process of any relative.
 - 1.1.1. For purposes of this section, “relative” means a family member including parent, grandparent, spouse, child, sibling, uncle, aunt, nephew, niece, first



- cousin or any corresponding in-law, step, adoptive relative, or anyone residing on a permanent basis in the supervisor's home.
- 1.2. No employee shall be directly supervised or evaluated by a relative. Relatives as described in 1.1.1 should not be employed under the same immediate supervisor whenever possible.
 - 1.3. The hiring of relatives is also prohibited if it results in the conflict of interest with vendors of the District.
 - 1.4. Hiring practices for designated part-time positions (e.g., sweepers) at schools shall adhere to provision 1 except that recruitment, screening and interviewing may be initiated and completed at local schools or departments.
2. Request for Exceptions:
 - 2.1. Written requests for exceptions must be submitted to the superintendent or designee (Director of Human Resources) for review and approval prior to any offer of employment.
 - 2.2. Task assignments of short duration (generally less than sixty (60) working days) may be exempt from these guidelines.
 3. Prohibition on Reciprocal Hiring Arrangements:
 - 3.1. No district employee will evade Board Policy and administrative regulations by making reciprocal arrangements to hire a relative of an employee in a different department or school.

	ADMIN-REG: 400.6-2	APPROVED: 6.12.18
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ADMINISTRATIVE REGULATION—400.6-2: (Delegation to Human Resources Department)

1. All hiring in the District is contingent upon ratification by the Board.
2. The Human Resources Department or designee is delegated authority to maintain a system of personnel accounting to determine personnel needs and recruit, screen, transfer, and recommend employees for hire.

REFERENCES

None

EXHIBITS

Exhibit—1—Human Resource Hiring Procedures

FORMS

None

CANYONS BOARD OF EDUCATION



CANYONS
School District

**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

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