

Policy Title: NON-CERTIFIED PERSONNEL	Date Revised 02/12/96
Employment Procedures	Code No. 600.2

Employment procedure guidelines for the selection and hiring of non-certified personnel with the Genesee Joint School District 282 shall generally conform to employment procedure guidelines associated with the selection and hiring of certificated personnel. The superintendent holds primary responsibility for the development of these procedures.

(1) The geographic area which shall constitute the primary recruitment base for recruitment purposes shall be, but not limited to, Latah and Nez Perce Counties, Idaho.

(2) Notices of classified position openings shall be placed by the district office with the Idaho Department of Employment and local newspapers prior to the date of selection unless an emergency exists.

(3) No personnel selection committees will be required.

(4) The minimum period for recruitment, unless declared an emergency basis by the district, shall be seven (7) days from the initial posting to the application closing date, with a fourteen (14) day posting period preferred.

(5) All completed applications shall be screened for evidence of minimum job qualifications. Certain categories of classified personnel may require special licenses or health certificates. Where such items are required in relationship to minimum job qualifications, they will constitute bona fide job qualifications.

(6) Any applicant who meets the minimum job qualifications as specified above shall be considered an active candidate for interviewing. From within this applicant pool, the administrator or supervisor shall select no fewer than three best qualified candidates to interview, except where there are fewer than three candidates who survive the initial screening process.

(7) The immediate job supervisor shall assume responsibility for scheduling and conducting interviews. All interview procedures, requirements and/or expectations associated with interviewing certified personnel shall be applied in the process of interviewing classified personnel.

(8) The immediate job supervisor shall be responsible for recommending a person from among the group of interviewed finalists who is judged best qualified to fill the position. The immediate job supervisor's recommendation shall be submitted in written form to the superintendent for consideration.