

## Lewis Center for Educational Research

### **BP4400: PERSONNEL HIRING PRACTICES**

Adopted: September 10, 2007

Revised: March 9, 2015

The following policy applies to ALL employment opportunities (full-time, part-time, and student) offered at the Lewis Center for Educational Research ("LCER"). Any deviation from this policy shall only be made with prior approval from the President/Chief Executive Officer ("CEO") or designee, pending Board approval.

The LCER shall conform to all federal, state and California education-code regulations regarding hiring practices.

The LCER will offer wages and benefits sufficient to attract, hire and retain the best qualified individuals.

The LCER shall employ the most highly qualified person available for any open position, as determined by, but not limited to, application screening, interviews, testing as required, and background checks.

Only Human Resources ("HR") may make a job offer. Any employee may recommend an individual for employment but in no case offer, allude to, infer, promise or in any way lead an applicant or individual to assume an offer of employment exists.

#### **General Requirements to be followed:**

- An attempt will be made to fill a vacant position from within the LCER organization either through lateral (no change in wage scale) intra-company transfers/re-classifications or internal posting of position. Current employee candidates must meet the minimum qualifications as set forth in the job description for the vacant position. The position may be posted concurrently internally and externally, at the discretion of the Administrator and Director of HR.
- Transfers/re-classifications will be considered only if the employee has been rated completely satisfactory or higher on his/her latest appraisal, qualified for the position requested, has been employed for a minimum of one year, and is releasable from the current assignment.
- If the position is not filled from within, under the direction of HR, advertising will commence, outside applications will be accepted, followed by screening of applicants, conducting of interview; testing as required, selecting a candidate, employment background check, approval of candidate and a job offer. If the job offer is accepted, the California Department of Justice (DOJ) criminal background check will be completed and a start date determined. In no case will an applicant be hired prior to a clear criminal background check. In addition, a clear TB certificate must be

submitted to HR prior to the effective date of hire. The LCER may employ persons with intern credentials, emergency permits, pre-intern certificates, or credential waivers under the conditions and limitations provided under state and federal regulations.

- As necessary, all full time teachers of core academic subjects shall meet the requirements of the Elementary and Secondary Education Act (ESEA).
- Paid Internships: Current or former students who have demonstrated excellent skills may be offered paid internships with the approval of the appropriate Administrator and Director of HR .
- HR will also maintain a list (for two years) of applicants recently interviewed and not selected but considered hire-able. These applicants may not be required to re-apply, but may be contacted for an interview and/or offered the position, before advertising for the new position.
- When filling a position requiring a teaching credential or other specialized certificate or license, only those holding such documents at the time of applying will be considered.

### **Wages:**

#### **Certificated Teachers:**

- Teaching positions requiring a teaching credential: Up to 10 years teaching experience credit from a Regionally Accredited Public or Private school will be given on the certificated pay scale. Credit for administrative experience may be considered. At the discretion of the CEO or designee, additional experience may be negotiated for hard to fill positions.

#### **Classified:**

- Salary placement for all other positions will be consistent with the position's minimum requirements for education, experience, and duties to be performed.
- The new hire is typically placed at step one in the appropriate salary range. However, at the discretion of the CEO or designee, step placement may be negotiated due to experience, or other qualifications.