

## Lewis Center for Educational Research

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

Adopted: September 10, 2007

Revised: December 15, 2025

The following policy applies to ALL employment opportunities (certificated, classified, 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.

LCER shall comply with -all applicable federal and state employment laws, as well as applicable California education-code regulations regarding hiring practices.

LCER is committed to offering wages and benefits that support the recruitment and retention of highly qualified individuals.

LCER shall employ highly qualified individuals 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 may be made to fill a vacant position from within LCER through 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 internally and/or externally, at the discretion of the Administrator and Director of HR or designee.
- Transfers and re-classifications will be considered if the employee has been rated as meeting standard or higher on their latest performance review, qualified for the position requested, and is releasable from the current assignment.
- If the position is not filled from within, under the direction of the Administrator and 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, and approval of candidate and a job offer. If the job offer is accepted, the California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal background checks 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.

- 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 up to 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.