

## **STAFF HIRING PROCEDURES**

It is the desire of the Gloucester County School Board to recruit and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising (internally and externally) vacancies and new positions. The procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. The School Board may, at the request of the Superintendent, make exceptions to these procedures. For example, the School Board may authorize the filling of a position to accommodate adjustments in funding, to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, or to move an employee whose performance is unsuccessful to a position in which the employee might be successful, or to discipline an employee for conduct deficiencies.

Current division employees will be given an opportunity to apply for positions for which they are qualified.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Vacancies and new positions within the division are advertised on the Internet, and made accessible in each school, and via the Central Office.

Application for employment with Gloucester County Public Schools shall be provided by the Office of Human Resources.

It is the responsibility of the applicant to furnish all required and accurate information. Any falsification of either information or credentials is cause for dismissal or refusal to hire.

<b>ADOPTED:</b>	October 14, 2008
<b>REVISED:</b>	June 8, 2010 May 12, 2015
<b>LEGAL REFERENCES:</b>	Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78
<b>CROSS REFERENCES:</b>	AC Non-Discrimination GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect