

# Series 400 – Employees

Policy Title: RECRUITMENT, QUALIFICATIONS, AND SELECTION OF CLASSIFIED EMPLOYEES

Policy Code No. 406.2

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The Board of Directors believes all people should have an opportunity to apply and qualify for classified employee positions in the District without regard to race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, socioeconomic status or gender identity. Therefore, all job applicants will be considered for classified positions on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or the ability to obtain, a state license if it is required for the position.

It shall be the responsibility of the Superintendent or designee to develop procedures for the hiring of employees. The Superintendent may delegate the recruitment and selection of classified employees for recommendation to the Board of Directors to his/her staff. When possible, those screening applicants shall include the District employee who will directly supervise and oversee the person being hired.

The Board of Directors has the authority to officially employ all classified employees after receiving a recommendation for action from the Superintendent or designee. However, the Superintendent or designee may employ a classified employee on a temporary basis until a formal recommendation can be made and formal action can be taken by the Board of Directors on the position.

Date of Adoption 03/29/1990

Review Date 04/27/2009

Revision Date 04/27/2009

Legal Ref.: 29 U.S.C.S. Secs. 621-634 (May, 1986).  
42 U.S.C.S. Secs. 2000e et.seq (May, 1986).  
Iowa Code Chapters 70 and 601A (1985 & Supp. 1985).  
670 Iowa Administrative Code, Chapter 3.

Cross Ref.: Board Policy  
401.2 Recruitment, Qualifications, and Selection of Certified Employees  
408.13 Equal Employment Opportunity and Affirmative Action - All Employees  
408.13R Equal Employment Opportunity and Affirmative Action Compliance Program