

## **Employment**

The Board of Directors hereby delegates to the Superintendent the responsibility for the recruitment, selection, assignment, employment, separation, retirement and discharge of employees, and the authority over matters relating to working conditions; provided that the Board of Directors shall retain the authority to give final approval to all written contracts, including supplemental contracts, with employees of the ESD. RCW 28A.310.220. Throughout Policy 5000, Superintendent means the ESD 112 Superintendent or his/her designee.

The Superintendent is directed to develop procedures to assure for the recruitment, selection, employment, and assignment of the best staff available.

These policies are intended to be applicable to all ESD 112 employees unless there are provisions in a board approved contract that differ, in which case the specific contract provisions govern.

### **Recruitment**

The Superintendent may leave a vacated position vacant, assign the duties of a vacant position to other staff, combine vacant positions or otherwise modify positions in addition to opening positions and creating new positions.

When openings occur in existing positions or when new positions occur, upon the approval of the Superintendent, an existing employee may be promoted, or a notice of vacancy may be posted internally or externally.

### **Selection**

The Superintendent will be responsible for approving the hiring recommendation for administrative, classified and certificated employees. Employment of individuals who are awarded a contract, including but not limited to certificated staff, requires Board approval. The Superintendent will send new employees a letter of employment with their assignment, compensation and benefits. The Superintendent will send new certificated employees, and administrative or classified employees who are working pursuant to a contract, a copy of the contract.

Employees who receive a contract and fail to sign and return it within ten days may be deemed as having failed to accept the offer of employment.

### **Relatives**

No employee will be placed in a position in which direct administrative or supervisory authority is exercised by a close relative or by any other person residing in the same household. A close relative is a father, mother, sibling, spouse, registered domestic partner, son, daughter and any "step" or "in-law."

No relative of an employee will be shown preference for employment in either regular, temporary or substitute positions.

**Retirees**

On occasion the ESD may find it in the best interest of the organization to employ persons retired from the Teachers' Retirement System, (TRS), the School Employees' Retirement System (SERS) or the Public Employees' Retirement System (PERS). A retired employee shall only be hired pursuant to the conditions and limitations set forth in RCW Chapter 41, WAC Chapter 415, and all applicable ESD policies and procedures.

There shall be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement.

**Reinstatement**

Employees who separate employment and return to a regular position within six (6) calendar months of the date of separation shall be deemed to have been continuously employed.

*Legal References:*                                      *RCW 28A.310. 200 – ESD board – Powers and duties – Rules.  
WAC 162-16 – EMPLOYMENT.*

Adoption Date: **4-10-75**

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