

CLASSIFIED STAFF HIRING/RECRUITING

When a vacancy in the classified staff occurs, the district administrator shall be held responsible for seeking out the best possible applicants for the position. The district administrator shall post notice of all classified staff vacancies in accordance with provisions of the current employee handbook. All vacancies should be distributed via email to all employees as well as posted outside the district to recruit external candidates.

Classified staff members shall be approved by the Board upon recommendation of the district administrator. In the event a person recommended by the district administrator is rejected by the Board, it shall be the duty of the district administrator to make another nomination.

All persons recommended for employment shall meet the qualifications established by the Board for the type of position for which nomination is made.

LEGAL REF.: 120.12(1) - Wisconsin Statutes

CROSS REF.: Parkview Employee Handbook – Section 8

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