

CLASSIFIED STAFF HIRING/ASSIGNMENT/RECRUITING AND TRANSFERS

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 or his/her designee shall post notice of all classified staff vacancies. 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.

Determination of Assignment

Classified Staff Employees shall be given a specific assignment annually in terms of duties, work hours, contract year and to whom they are responsible. Classified staff will be assigned or transferred by the District Administrator and/or designee when it is in the best interest of the District.

Assignment Preference Consideration

Employees may express in writing to the District Administrator and/or his/her designee their preference of a) school or b) position. If an employee wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. The District administrator and/or his/her designee will take into consideration an employee's interests.

The District retains the right to Process for Filling Vacancies

determine and select the most qualified applicant for any position. The term applicant refers to both internal and external candidates for the position. Employees may apply for a vacant position by contacting the administrator listed on the posting by e-mail, phone or in person. The District retains the right to determine the job description for any position.

Transfers

An employee may be transferred to another position in the school district at the discretion of the District Administrator.

LEGAL REF.: 120.12(1) - Wisconsin Statutes

APPROVED: August 27, 1985
 August 20, 2012
 August 21, 2017
 March 21, 2023
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