

**CLASSIFIED PERSONNEL  
HIRING**

*Date Reviewed/Approved: 11/05/2007      Policy Number: 7107*

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*Rescinds Policy Number: GCD/GDD*

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Employment of classified personnel shall be on the recommendation of an Associate Superintendent and the supervisor and principals who will supervise the work of such employees. All letters of application and other pertinent information concerning prospective classified personnel available for employment should be reviewed by these administrators.

After the applicant's information has been processed and approved as eligible for employment, the administrator in need of such personnel is to invite the applicant to have a personal interview.

The administrator may not make any commitment to the prospective employee for a position in the district. If the administrator wishes to recommend the prospect for a position(s), he is to make a recommendation to an Associate Superintendent or designee.

Classified personnel shall be hired only upon the approval of the Superintendent and Board of Education.

All candidates shall be considered on the needs of the district and on the basis of their merits and qualifications. There shall be no discrimination or preferential treatment with regard to race, national origin, gender, creed, color, sexual orientation or age in the selection process. In each instance, the Superintendent and others involved in the selection process shall seek to employ the best qualified person for the position.

Legal References: Section 86.51, Title IX Regulations of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964.