

SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT OF PERSONNEL

The Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES) encourages employment of the individual best qualified to fill a given position. The BOCES encourages recruitment of employees with a wide variety of experience, training and education.

It is the policy of the Board to employ the individual best qualified. The Board encourages recruitment of employees with a wide variety of training and education. It shall be our policy to actively seek outstanding personnel. The District Superintendent will establish procedures for the recruitment of staff and insure their consistent use.

It shall be the duty of the District Superintendent to see that persons recommended for employment meet all qualifications established by law, or by the Board, for the position for which the recommendation is made.

Assignments of personnel shall be at the direction of the District Superintendent or his/her designee. Upon employment, Human Resource Services shall be responsible for familiarizing staff with the policies and administrative plans of the BOCES. Suggestions for improvement of policies and procedures shall be considered part of the responsibility of each employee within the scope of the employee's employment. Instructional and non-instructional personnel may be appointed by the WSWHE BOCES upon the recommendation of the District Superintendent.

An employee of WSWHE BOCES who is related by blood or marriage to the person who directly supervises him/her will be evaluated by the person who is the next higher supervisor in the chain of command.

All assignments and transfers shall be made in accordance with the provisions of law, Board policies, and the employee's negotiated agreement.

Certified Personnel

All professional employees shall be appointed in accordance with Section 3014 of the Education Law. Probationary appointments shall be for a period of three years. Teaching personnel who have achieved tenure in a school district in New York State shall be required to serve only a two-year probationary period in accordance with established law.

Certified personnel shall possess the required certification prior to the assumption of duties. It is the responsibility of the individual to provide proof of certification and to keep all certification information updated in conformance with all rules and regulations. Career Education teachers, in accordance with rules and regulations established by the Commissioner of Education, may be employed without certification provided, however, that acceptance into the Teacher Education Training Program is assured and work is commenced on achieving certification within the time limits prescribed by the aforementioned rules and regulations.

Civil Service Employees

All non-instructional employees are subject to the regulations of the Washington County Civil Service Commission. A passing grade on the appropriate examination must be obtained in order to qualify for a permanent appointment to a competitive position. All non-instructional appointments are probationary for the maximum period established by the Washington County Civil Service Commission from date of appointment from an open competitive list and every original appointment to a position in a non-competitive exempt or labor basis.

Workforce Development (Adult Education) Instructors

Workforce Development instructors shall be appointed by the Board of Education, based on the recommendations of the District Superintendent, for a period of one year. Appointment by the Board constitutes eligibility for assignment but does not mean the individual appointed will automatically be assigned to a class, pending enrollment confirmation.

Adopted: February 13, 2002
Revised: September 9, 2009