

## Hiring, Retention, & Promotion

GCF-R

### **Definitions:**

1. **Applicant:** Anyone who has an application through the district application process and is actively seeking employment with the district.
2. **Candidate:** Anyone who has been selected to interview for open positions in the district.
3. **Employee:** Anyone who is employed by CCSD#1 and receives a paycheck from the district.

### **Processes:**

1. **Hiring:** When a position becomes open, human resources will advertise it after receiving notification from the administrator or manager. Most commonly certified positions are posted until filled. An applicant applies for open positions. Administrators and managers interview to fill open positions. Candidates must submit a complete application and apply for posted positions for which they are being interviewed. Administrators and managers will recommend the successful candidate. Administrators, managers, and human resources will make the determination if a candidate is qualified. If approved, the administrator or manager will call the successful candidate and notify unsuccessful candidates. The administrator will submit a hiring recommendation to be approved at the next school board meeting by the board of trustees.
2. **Advertising positions:** Openings are emailed to all employees. Human resources advertises openings in the local newspapers, teacher websites, and Wyoming School Boards Association website as deemed necessary by the administrator or manager.
3. **In-district transfers:** Employees may apply for open positions by submitting a letter of application to human resources. An employee's expressed interest in an in-district transfer does not mean an automatic movement to the open position. It is the intent of CCSD#1 to hire the best candidate for each position.
3. **Retention:** Administration can implement processes to facilitate retention of employees, as long as the initiative does not violate work agreements, policies, or the law.
4. **Retired employees:** Retired CCSD#1 employees can apply for any position for which they are qualified. If a retired employee is deemed the best candidate, the individual may be recommended for hire after a period of not less than 365 days have elapsed since the effective date of his/her retirement.

Approved: August 18, 2014