



**WINDHAM SCHOOL  
DISTRICT  
BOARD OF TRUSTEES**

**NUMBER: WBP-07.01 (rev. 1)**

**DATE: February 25, 2020**

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**SUPERSEDES: OP-07.01 March 24, 2000;  
WBP-07.01 March 24, 2000  
in part; and WBP-07.37  
April 5, 2001**

## **WINDHAM BOARD POLICY**

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**SUBJECT: EMPLOYMENT OF PERSONNEL**

**AUTHORITY:** Tex. Educ. Code §§ 19.001–.012, 21.031–.064; Tex. Labor Code §§ 21.001–.556, 301.151–.156; WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”

Reference: WBP-07.52, “Equal Employment Opportunity” and WBP-07.57, “District Technical Education Teaching Permit”

**APPLICABILITY:** Windham School District Board of Trustees (board) and Windham School District (WSD)

### **EMPLOYMENT AT WILL CLAUSE:**

This policy **does not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of this policy at any time.

Nothing in this policy limits the superintendent’s authority to establish or revise human resources policy. This policy guides the operations of the WSD and **does not** create a legally enforceable interest for employees or limit the superintendent’s authority to terminate a noncontract employee at will.

### **POLICY:**

The board delegates authority to the WSD superintendent to employ school personnel.

### **DEFINITIONS:**

“Applicant” is a person seeking employment or reemployment consideration for a posted position.

“Employee” is a person employed by the WSD on a full-time, part-time, or temporary basis.

“Qualified Applicant” is a person who meets the eligibility criteria and all of the minimum qualifications established on the position description for a posted position.

**DISCUSSION:**

The WSD adheres to a policy of equal employment opportunities for all employees. The WSD shall not fail or refuse to hire or discharge or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of an individual's race, color, religion, sex (gender), national origin, age (applies to individuals who are 40 years of age or older), disability, or genetic information. The WSD shall not limit, segregate, or classify its employees, or applicants for employment, in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise affect the individual's status as an employee. In addition, the WSD complies with the provisions of applicable federal and state laws relating to employment and reemployment entitlements for prospective, current, or former members of the uniformed services.

**PROCEDURES:**

I. General Guidelines

- A. The superintendent shall develop appropriate procedures to implement this policy. In the selection process, the WSD adheres to a strict policy of nondiscrimination.
- B. The WSD accepts applications and selects personnel for various positions year-round. Employees seeking transfers or voluntary demotions will be considered during the selection process in accordance with this policy and must submit an application to a posted position. All personnel selected by the WSD shall be screened and approved by Human Resources.

II. Selection Procedures

WSD vacancies shall be announced through internal and/or external systems. Selections shall be made from a pool of qualified applicants screened by Human Resources personnel. The selection process includes document reviews, background and reference inquiries, and interviews. The superintendent has the authority to appoint positions within the A80 Salary Plan or below. WSD will announce the opening and accept applications for positions within the A85 Salary Plan and above. Positions in the A85 Salary Plan and above may be announced through an internal system and internal candidates be given consideration prior to posting externally.

III. Required Qualifications

All selected applicants must meet the minimum qualifications as specified on the position description.

Signature on File

Patrick O'Daniel, Chairman

Windham School District Board of Trustees