WINDHAM BOARD POLICY

SUBJECT: EMPLOYMENT OF PERSONNEL


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 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:

“Accredited Institution of Higher Education” is an institution of higher education that, at the time it conferred the degree, was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

“Applicant” is a person seeking employment or reemployment consideration for a posted position.
“Certificate” is any educator credential issued by the State Board for Educator Certification (SBEC) under the authority of the Texas Education Code, Chapter 21, Subchapter B.

“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 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 applicants be given consideration prior to posting externally.

III. Required Qualifications
All selected applicants must meet the minimum qualifications as specified on the position description to include the specified level of education from an accredited institution of higher education, a valid Texas teaching certificate or Windham School District Teaching Permit.

IV. Positions Requiring a Certificate or license

For an employee in a role whose position requires a certificate or license, the employee shall hold and maintain the proper certificate or be eligible for a probationary certificate. The certificate shall be verified through the issuing authority.

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Signature on File
Hon. Dale Wainwright, Chairman
Windham School District Board of Trustees