

Series 4000 – PERSONNEL

Policy 4111

Recruitment and Selection

The Solano County Office of Education (SCOE) desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in SCOE operations.

The County Superintendent (Superintendent) or designee shall recruit candidates for open positions based on an assessment of SCOE's needs for specific skills, knowledge, and abilities. They shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, and recommendations from previous employers. They may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. They shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which they are applying. (Labor Code 432.3)

Recruiting Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers, administrators, or other employees. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies.

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 35035 Powers and duties of the superintendent; transfer authority
- 44066 Limitations on certification requirement
- 44259 Teaching credential; exception; designated subjects; minimum requirements
- 44830-44831 Employment of certificated persons
- 44858 Age or marital status in certificated positions
- 44859 Prohibition against certain rules and regulations re: residency
- 45103-45139 Employment (classified employees)
- 49406 Examination for tuberculosis

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Policy 4111 (Continued)

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act
12940-12957 Discrimination prohibited; unlawful practices
6250-6276.48 Public Records Act
815.2 Liability of public entities and public employees

UNITED STATES CODE, TITLE 5

552 Freedom of Information Act

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens
1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
12101-12213 Equal Opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS

35.101-35.190 Americans with Disabilities Act
106.51-106.61 Nondiscrimination on basis of sex in employment in education program or activities

COURT DECISION

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Policy Cross-Reference:

0430 Comprehensive Local Plan for Special Education
0410 Nondiscrimination in District Programs and Activities
4000 Concepts and Roles
4030 Nondiscrimination in Employment
4031 Complaints Concerning Discrimination in Employment
4032 Reasonable Accommodation
4111.2 Legal Status Requirement
4112 Appointment and Conditions of Employment
4112.24 Teacher Qualifications Under the No Child Left Behind Act
4312.1 Contracts