



Regulation 0403-40

Hiring

9 Military Preference

- 11 Veteran's preference is intended to honor those citizens who have served their country in active duty by providing veterans a more favorable competitive position for government employment. Veteran's preference requires public employers to provide additional consideration for eligible veterans, disabled veterans, Purple Heart recipients or the widow or widower of such individuals who have not remarried. This law does not guarantee the veteran a job.
- 13 Notice will be provided on all District applications and job announcements that Veteran's Preference will be given to eligible veterans. An eligible veteran is entitled to preference over other applicants who are equally qualified on an initial appointment or hiring with an individual school district. "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions..." (Idaho Code 65-501).
- 15 Applicants for the preference are responsible to provide verification and documentation of their eligibility by providing form DD214 from the Department of Defense.
- 17 A school district may refuse acceptance of an application for an otherwise qualified veteran if the veteran is deemed to be unqualified through his duties or actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee. Such refusal must be supported by good cause and it can be appealed pursuant to Idaho Code Section 65-506.
- 19 A veteran who believes he or she is denied a right or benefit under these provisions may file an appeal with the Chief Human Resources Officer within thirty-five (35) calendar days of the alleged denial of preference.

21 Personnel Records

- 23 The official personnel file will be maintained within the Human Resources Department. Personnel files are confidential except for information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history including bonuses, severance packages, other compensation or vouchered and unvouchered expenses for which reimbursement was paid, status, workplace and employing agency.

- ²⁵ Personnel have the right to access their own personnel file upon request and shall, within thirty (30) calendar days, be provided copies of materials contained in the file. However, personnel are not entitled to access or obtain copies of letters of recommendation or material used to screen and test for employment.
- ²⁷ Complaints by students, parents, or patrons directed toward personnel shall not become a part of the personnel file unless such complaints have been first reported to the personnel involved. Personnel concerned shall be given an opportunity to attach written comments, explanations and/or rebuttals to any such complaints.

29 Qualification and Employment

- ³¹ Appointment of certificated and classified personnel shall be made upon recommendation of supervisor and/or principal and approved by the Board of Trustees. Classified personnel are at-will, and may be terminated at any time, for any legal reason, and without requirement for demonstrating "good cause." Selection of personnel shall be determined on the basis of the following criteria:
- ³³ • Training, experience and skill.
 - ³⁴ • Demonstrated competency of the work to be performed.
 - ³⁵ • Personal characteristics.
 - ³⁶ • Compatibility with educational philosophy.
 - ³⁷ • Meets minimum qualifications and/or certification for any state license required for the position.
- ³⁹ Applications are to be submitted online. The District will provide reasonable accommodations for the needs of applicants with disabilities during the selection process.
- ⁴¹ Applications may be rejected at any point in the recruitment or hiring process for reasons including, but not limited to, the following:
- ⁴³ • Incomplete application.
 - ⁴⁴ • The application does not indicate that the applicant possesses the minimum qualifications for the position.
 - ⁴⁵ • The applicant is not legally permitted to work within the United States.
 - ⁴⁶ • The applicant has made a false statement of any material fact or practiced or attempted to practice deception or fraud in the application process.

48 Substitute Teachers

50 Hiring

- ⁵² All substitutes are hired from an approved list compiled by the Substitute Placement Coordinator. Teachers do not notify, pay or dismiss substitutes.

54 Duties

- 56 All substitute teachers will report to the school principal immediately. The principal will notify substitutes of their assignments and provide detailed instruction.
- 58 Substitute teachers are expected to assume the same duties and extra assignments of the regular teacher, unless specifically excused by the principal.
- 60 It is the regular teacher's responsibility to have lesson plans for the substitute teacher to follow. The substitute teacher will continue to prepare advance lesson plans when the absence is for an extended period of time.
- 62 The substitute teacher will check all daily work assigned to students. At the completion of the day, the substitute will leave a note for the absent teacher describing essential accomplishments including, but not limited to, work completed, notices sent home and general discipline.
- 64 The hours of work of the substitute teacher are the same as those of the regular teacher.
- 66 The substitute teacher will be paid by the district, in accordance to an established substitute teacher's salary schedule.

68 Discipline

- 70 Substitutes will be expected to become familiar with and operate within the philosophy of discipline established by the principal in the school of assignment. The following general suggestions are offered:
 - 72 1. Be firm, but friendly.
 - 73 2. Don't make threats that cannot be enforced.
 - 74 3. Do not strike a child in any manner, nor administer corporal punishment. Contact a building administrator for help with disruptive students.
 - 75 4. Administer discipline fairly. Avoid uses of sarcasm or ridicule.
 - 76 5. The best way to avoid discipline problems is to be as prepared as possible and to make the class interesting.

78 Care Of Classroom

- 80 Substitute teachers are responsible for re-establishing the physical arrangement of the classroom at the end of each school day and assisting the janitor by picking up trash from the floor, closing windows, and in general leaving a clean, neat classroom.

82 Safety Drills

- 84 Substitute teachers should become familiar with building safety drill procedures, know which exit and route the class is to take, and to what area of the school grounds the class is to assemble. The grade book should be taken in order to call roll outdoors and ensure that no students are left inside. Always wait for an "all clear" signal before reentering the building.

86 Salary Compensation

- ⁸⁸ The rate of pay for substitutes will be reviewed by the Chief Human Resources Officer and recommended for adoption on an annual basis by the Board of Trustees. Substitutes who work past the established 1/2 day will be paid at the full day rate. This does not include lunchroom duty.
- ⁹⁰ A certified substitute who replaces the same contracted teacher twenty (20) consecutive days or more is considered a long term substitute. In such cases the substitute will be paid at the regular rate until a total of twenty (20) days has been reached, after which point the long term rate will be paid retroactively from the starting date. Every thirty (30) days of consecutive long term substituting, the substitute may have one day break in service without it affecting the long term pay.
- ⁹² The rate of pay for a long term substitute will be reviewed by the Chief Human Resources Officer and recommended for adoption on an annual basis by the Board.
- ⁹⁴ A non-certified substitute may not work over twenty (20) days on the same assignment.

96 Acceptance of Resignations, Separations and Retirements

- ⁹⁸ Letters of resignation, notice of intent to separate employment, and notices of retirement submitted by personnel may be accepted immediately by the Superintendent or Chief Human Resources Officer pending ratification by the Board of Trustees.
- ¹⁰⁰ Such acceptance by the Superintendent or Chief Human Resources Officer shall be binding and shall constitute final acceptance of the employee's resignation, separation, or retirement, effective on the date specified in the notice or as otherwise agreed upon.