

EMPLOYMENT PRACTICES

It is the policy of Southwest Technology Center to recruit and maintain the highest caliber personnel to fill vacancies by selecting the individual who is best matched to the responsibilities described in the job description for each position vacancy. Southwest Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and other federal and state laws and regulations. (See policy DAA.)

The Southwest Technology Center Board of Education will take action concerning the renewal or nonrenewal of all teachers' contracts on or before April 10 each year. If, prior to April 10, the board of education has not entered into a written contract with a regularly employed teacher or notified the teacher in writing by registered or certified mail that he/she has not been recommended for re-employment for the ensuing fiscal year, and if, by April 25, the teacher has not notified the board of education, in writing by registered or certified mail, that he/she does not desire to be re-employed in the district for the ensuing year, the teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the Southwest Technology Center district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. The campus director shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability to perform in the position for which employed. In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

CROSS-REFERENCE: **Policy BJB, Separation/Recruitment of Superintendent**
 Policy DAA, Nondiscrimination
 Policy DOAC, Suspension, Demotion, or Termination of Support Personnel
 Policy DOCA, Reduction-In-Force, Certified Personnel
 Policy DOCB, Reduction-In-Force, Support Personnel

EMPLOYMENT PRACTICES (Cont.)

NOTE: 70 O.S. §5-138 prohibits a school board from requiring any employee to reside within the boundaries of that school district.

Adopted: January 1994 as policy P-102 and policy P-108

Revised: November 1995