

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

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RECRUITMENT, SELECTION AND HIRING

The Board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the chief school administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils. Such candidates may include persons qualified to pursue the alternate method of certification.

Qualifications shall include emotional maturity, intellectual vigor and an enthusiastic professional attitude as well as appropriate academic preparation and/or work experience.

When candidates with equal qualifications apply for a position, the chief school administrator shall give preference to the candidate who advances the district's affirmative action goals.

It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by law and the Board for the type of position for which nomination is made.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status or other conditions not related to the duties and responsibilities of the job.

The chief school administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The Board shall affirm employment and initial placement on the salary guide by a majority vote of the full membership of the Board.

The Board will appoint teaching staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

Adopted November 13, 1986
Amended March 9, 2004

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AFFIRMATIVE ACTION PROGRAM POLICY
EMPLOYMENT/CONTRACT PRACTICES

1. Recruitment:
 - a. Recruitment procedures for all job categories are analyzed for the purpose of eliminating discriminatory barriers.
 - b. Records of applicants are retained to analyze the recruitment process.
 - c. Files of minority and female applicants are maintained as potential candidates for future openings.
 - d. The content of ads placed for recruitment purposes do not indicate any race, sex or age preference. All advertising shall include the phrase "Equal Opportunity Employer, M/F."
 - e. Handicapped applicants will be given equal opportunity for all positions applied for in accordance with Section 504.
2. Selection standards and procedures:
 - a. Job qualifications or selection standards which disproportionately screen out individuals in groups protected by Title VII are prohibited in the district unless (1) they can be significantly related to job performance, and (2) no alternate nondiscriminatory standards can be developed to meet requirements shown to be justified by "business necessity." Each step of the selection process is monitored.
 - b. Job application forms have been analyzed to insure that they are nondiscriminatory.
3. Systems for upward mobility:
 - a. All practices, both formal and informal, affecting assignment, transfers, promotion and training for jobs at all levels are reviewed to insure that they do not have a disparate effect on any group or individuals.
 - b. Affirmative action records are maintained to monitor upward mobility. If barriers are identified, programs are developed to overcome them.
 - c. Employees' performance is evaluated in a nondiscriminatory manner.

4. Wage and salary structure:
 - a. A careful review is conducted to assure nondiscrimination in compensation, benefits and conditions of employment.
 - b. All jobs are open to all applicants and pay and benefits are equal for similar jobs.
5. Benefits and conditions of employment: Benefits, including medical, hospital, accident, retirement, pension and arrangements for leave are equally available to all employees without discrimination.
6. Layoff, recall, termination, demotion, involuntary transfer and disciplinary action: The standards of deciding when a person shall be terminated, demoted, disciplined or recalled is the same for all employees.

Amended November 2, 1981