

Hiring and Dismissal (BRSU Administrative Procedure)

Hiring

The superintendent will nominate licensed staff to the applicable board for hiring. All non-licensed staff will be hired by the superintendent. All staff to be hired shall be recommended to the superintendent by the applicable building principal or special education director after completing the steps below.

1. Vacant positions will be advertised and posted internally. Internal posting will be accomplished by notifying the BRSU office of a vacancy. The superintendent may waive the requirement for advertising a vacancy if he or she believes such a waiver would be in the best interests of a district.
2. All applicants will be required to complete the appropriate employment application.
3. Candidates will be screened and selected for interviewing based on their application materials. Applicants for licensed positions will be required to sign the *Applicant's Acknowledgment, Waiver and Release* before being interviewed.
4. A comprehensive reference check will be performed on selected candidates after they have been interviewed.
5. Before orally offering a position to a candidate, the superintendent will be consulted to verify salary and benefit category and/or placement on the master agreement salary schedule. An oral offer of employment shall include the exact salary figure and the contingencies of the offer which include: a) being hired by the board (licensed candidate) or superintendent (unlicensed candidate), and b) the candidate successfully completing the Vermont Background Check process.
6. After the candidate has accepted an offer of employment, application materials shall be forwarded to the BRSU office along with a hiring recommendation. Multiple individuals can be hired under one recommendation. The recommendation should summarize the search process, cite the salary and benefits being provided, identify the funding source, and provide any other information that either a board or the superintendent might require in order to support the recommendation.
7. In the case where it is necessary to start a candidate before a board's next meeting, email the superintendent to obtain permission to start the candidate.
8. BRSU staff will send out the hire letter and other employment materials. The hire letter will be copied to the nominating administrator. After hiring, the employee shall complete a W-4 and I-9. BRSU will send these forms to all employees except substitutes. Substitutes will obtain these forms at the school where they will work.
9. After hiring, employees shall be directed to complete the Background Check process.

Dismissal

The superintendent will dismiss staff in accordance with all legal and procedural protections. Staff supervised by a principal or special education director shall be first recommended to the superintendent for dismissal by the principal or special education director.

Revised: 06/21/12