

The Center for Creativity, Innovation and Discovery

Hiring Practice and Policy

Purpose

The Center for Creativity, Innovation and Discovery (“CCID”) is an equal opportunity employer. The school does not discriminate against any applicant or employee on the basis of race, ethnicity, color, national origin, ancestry, gender, age, disability, religion, familial status, sexual orientation, socioeconomic status, marital status, immigration status, language, genetic information, breastfeeding, medical conditions related to breastfeeding, childbirth, pregnancy-related conditions, and reprisal.

Categories

Employees at CCID fall into three different categories:

- Administration
- Teachers
- Support Staff

Board Budget Guidelines

All hiring of new positions must be within the Board-approved budget guidelines except in circumstances where compliance to State or Federal Law requires the new position (i.e. IEP mandated special education services).

Hiring the Executive Director

In the case of the hiring of the Executive Director, the Board will have full authority to post, interview, hire, evaluate, and fire, and to determine the Board Committees who will oversee these processes.

Administration

- Openings for administrative positions must be posted in as wide a range as is practical and for at least two weeks.
- The Board hires the Executive Director and may assemble a screening committee that may include any Board members, administrators, teachers, staff, and parents to assist in hiring.
- The Executive Director in conjunction with the Governing Board, when applicable hires other administrators. The Administration may assemble a screening committee that may include the Executive Director, any Board Member, other administrators, teachers, and staff.
- In all administrative hires, the authorized individual or committee will invite a minimum of two candidates for a second interview, unless two qualified candidates do not apply and/or cannot be found for the position.
- In the most unusual and extreme circumstances, the Governing Board has the authority to appoint the Executive Director or an Interim Director.
- The authorized individual or committee will offer candidates a salary according to the CCID salary schedule. This schedule is subject to change based on

budgetary needs of CCID. Any changes require CCID Governing Board prior approval.

Teachers

- Openings are posted in as wide a range as is practical and for at least two weeks.
- The Executive Director will review all applications, in conjunction with the Governing Board, along with other administrators at the Executive Director's invitation.
- The Executive Director in conjunction with the Governing Board, and administrators or representatives designated by the Executive Director will interview qualified candidates as necessary to fill the position with a highly qualified candidate.
- The Executive Director and administrators or representatives designated by the Executive Director will screen candidates with a preference given to the skills and experience that support the CCID Mission and Vision, educational philosophy, support of enquiry-based learning, education, and teaching experience.
- The Executive Director and administration or representatives designated by the Executive Director will invite a minimum of two candidates for a second interview, unless two qualified candidates do not apply and/or cannot be found for the position.
- The Executive Director will offer candidates a salary using the CCID salary schedules as a guide. This schedule is subject to change based on budgetary needs. At the discretion of the Executive Director, teachers salaries may vary somewhat from the schedule based on a teacher's credentials, experience, professional development, and/or assignments. All variances to the Salary Schedule require CCID Governing Board prior approval.

Support Staff, Hourly and Contracted Positions

- The Executive Director will hire support staff based on recommendations from the Administration relative to each administrator's designated responsibilities within the school.
- The Executive Director will post openings internally and within the community for at least two weeks to fill support staff, hourly, and contracted positions, unless matters of health, safety, or law require an immediate hiring of staff to fulfill a certain position.
- The Administration will conduct interviews with a minimum of three candidates, unless three qualified candidates do not apply and/or cannot be found for a position.
- The Administration will base salary on education, experience, school budget, and performance.

Additional General Guidelines

- For support staff and licensed teachers, the Executive Director may consider and make in-school reassignments or may post a position internally or externally,

depending on what is determined by the Administration to be in the best interest of the school.

- All hired employees must undergo a criminal background check as per the *CCID Background Check Policy*.
- The Executive Director may shorten the duration of postings and the number of candidates interviewed in cases where an immediate hiring is necessary for health, safety, or similar concerns.

Nepotism

- The Executive Director will not allow for any administrator, supervisor, or CCID employee to employ, appoint, vote for or recommend the appointment of a relative in or to any position or employment, when the salary, wages, pay, or compensation of the appointee will be paid from public funds and the appointee will be directly supervised by a relative.
- The Executive Director will not allow for any administrator, supervisor, or CCID employee to make salary or performance recommendations for a relative.
- Relatives are first defined as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- State law also defines relatives as grandchildren, grandparents, spouse's grandparents, step-children, step-parents, step-grandparents, spouse's step-grandparents, spouse's step-grandparents, stepsisters, and stepbrothers under the definition of "relative."
- CCID will follow all implications of Utah Code Section 52-3-1 and Rule 477-7-9 related to nepotism, or other State laws that may supersede these codes and laws, for public institutions.
- Relatives of current employees may be hired by CCID as long as one relative does not hire another, and the wages, salary, evaluation, and supervision of one relative are not determined or accomplished by another relative.
- All conflicts of interests or potential conflicts of interest must be disclosed to, reviewed by, and approved by the Governing Board.

Reference Check Requirements for LEA Applicants and Volunteers (53A-15-1511)

CCID shall follow all reference check requirements for Local Education Agency ("LEA") applicants and volunteers as per rule 53A-15-1511.

Requirements

Before hiring a LEA applicant or giving an unsupervised volunteer assignment to a potential volunteer, a LEA shall:

- Require the LEA applicant or potential volunteer to sign a release authorizing the LEA applicant or potential volunteer's previous qualifying position employers to

disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the LEA applicant or potential volunteer;

- For a LEA applicant, request that the LEA applicant's most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the LEA applicant;
- For a potential volunteer, request that the potential volunteer's most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the potential volunteer; and,
- Document the efforts taken to make a request described above.

Prohibitions

- A LEA may not hire a LEA applicant who does not sign a release as described above;
- A LEA may not give an unsupervised volunteer assignment to a potential volunteer who does not sign a release described above;
- A LEA shall use the LEA's best efforts to request information as described above before
 - Hiring an LEA applicant; or,
 - Giving an unsupervised volunteer assignment to a potential volunteer.

Allowances

In accordance with state and federal law, a LEA may request from a LEA applicant or potential volunteer other information that the LEA determines is relevant to the application or consideration for employment.

Best Practices in Responding to Requests from other LEAs

A LEA that receives a request described above shall demonstrate best efforts to respond to the request within 20 business days after the day on which the LEA received the request.

Note: Exceptions to the above *Hiring Policy* may only be made with prior written approval of the Governing Board.