

# 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:

- Executive Director/s (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/s**

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

### **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, along with other hiring committee members at the Executive Director’s invitation.
- The Executive Director 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 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 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 schedule 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, hard to staff positions and/or assignments.

### **Support Staff, Hourly and Contracted Positions**

- The Executive Director will hire support staff based on recommendations from the hiring committee relative to 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 Executive Director will conduct interviews with a minimum of three candidates, unless three qualified candidates do not apply and/or cannot be found for a position.

### **Salary Schedule**

- Administration will base teacher salary on education, experience, school budget, school needs, hard to fill position needs and employee performance.
- There will be a salary differential between teachers who have obtained a Level 1 licence and above and / or have extensive institutional education and / or extensive education background experience from teachers who are employed through the Alternate Route to Licensure (ARL) or Alternate Pathway to Teaching (APT).
- CCID will maintain salaries comparable with surrounding districts to the extent possible.

### **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*. If a Background Check yields any offenses, CCID reserves the right not to offer a position and or withdraw the employment offer.
- 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, function of the school or similar concerns.

### **Nepotism**

- The Executive Director will not allow for any 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 CCID employees 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 step brothers 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, and approved by the Governing Board via CCID Conflict of Interest form.

### **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 a LEA shall:

- Require the LEA applicant to sign a release authorizing the LEA applicant 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;
- 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;
- 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 shall use the LEA's best efforts to request information as described above before hiring an LEA applicant.

### **Allowances**

In accordance with state and federal law, a LEA may request from a LEA applicant 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.

### **November 20th, 2019:**

- **Clarify hiring process and responsibilities**
- **Added language to employment Background Check and Salary Schedule**
- **Remove language regarding volunteers**