



Responsible Office: Office of Human Resources

BOARD POLICY 4110

TALENT ACQUISITION AND SELECTION OF PERSONNEL

PURPOSE

The Board of Trustees is committed to the recruitment and selection of highly skilled individuals through equitable and consistent procedures. The District shall develop and execute recruitment and selection strategies that ensure an adequate pipeline of appropriately skilled candidates is available to fill existing and future vacancies. Through this policy and any associated documents, the Chief Human Resources Officer shall establish the necessary criteria and procedures for the recruitment and selection of employees.

This document contains general statements of policy but not detailed procedural guidelines; and does not constitute a contract of any kind, expressed or implied.

POLICY

1. The Office of Human Resources shall develop and maintain formal procedures for posting/advertising, screening and selection, pre-employment testing, offers of employment and recordkeeping in accordance with federal and state laws and regulations.
2. Equal Opportunity in Employment
 - a. The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of an individual's real or perceived race, color, ancestry, religion, sex, sexual orientation, gender identity or expression, genetic information, age, marital status, national or ethnic origin, military or veteran's status, or the presence of any sensory, physical or mental handicap unless the disability disqualifies an individual because of a bona fide position requirement.
3. Talent Acquisition Philosophy
 - a. The District shall actively seek qualified and desirable applicants for all positions.

- b. The District seeks to hire a diverse workforce by valuing and accepting the differences among people. The District is committed to hiring a workforce that aligns with the changing demographics of the community with respect to, but not limited to, age, race, gender, ethnicity, sexual orientation, and physical capabilities.
 - c. The District encourages all employees to serve as “talent scouts,” actively searching to put the best people in the right jobs.
4. The District’s Hiring and Talent Acquisition Procedures, include but are not necessarily limited to the following categories:
 - a. Position Requisition – Through the process of requisition, the Office of Human Resources and the Office of Business and Financial Services will determine the need and funding source of positions.
 - b. Position Advertisement
 - c. Interview and Selection
5. To ensure the District’s ability to adapt quickly to internal and external changes and in order to meet the personnel needs of the District’s schools and programs, the recruitment and selection strategy should account for a variety of employee types including:
 - a. Licensed and non-licensed personnel including:
 - i. Full-time, part-time, on-call, and temporary personnel, based on the needs of the District;
 - b. Substitute teachers, who serve a vital role in the education of our students;
 - c. Student teachers and interns, in order to build a pipeline of talent in many areas in the District from teaching to business, to wellness and more;
 - d. Student workers, who work for the District during the course of their education.
6. In order to meet the demands of hiring in the future, the recruitment and selection strategy shall include collaborative partnerships with institutions of higher education, to include the University of Nevada’s College of Education as well as others, for the purpose of:
 - a. Field experience and training for student teachers;
 - b. Providing professional internship opportunities for other employee groups;
 - c. Recruiting other types of personnel; and

- d. Aligning resources to improve students' education.

DESIRED OUTCOMES

1. Highly skilled, knowledgeable and diverse employees for all District positions who represent the student population will be recruited and selected to serve our schools and assist in providing the best educational opportunities for every student.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy aligns with the District's Strategic Plan
2. This policy aligns with the following WCSD governing documents:
 - a. Board Policy 4111, Equal Opportunity in Employment.
 - b. Administrative Regulation 4110.1, Recruitment and Selection – Teaching Staff
 - c. Administrative Regulation 4122, Substitute Teachers
 - d. Administrative Regulation 2111, Administrative Recruitment and Selection
 - e. Administrative Regulation 2111.2, Principal/Assistant Principal Selection
3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. Chapter 391, Personnel
4. This policy complies with federal laws and regulations, to include:
 - a. Fair Labor Standards Act
 - b. Family and Medical Leave Act
 - c. Title VII (42 U.S.C. 1981; 42 U.S.C. 2000e et seq.);
 - d. Americans with Disabilities Act (42 U.S.C. 12111 et seq.);
 - e. Age Discrimination in Employment Act (29 U.S.C. 621 et seq.);

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.

2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
10/27/1992	2.0	Revised
7/14/1998	3.0	Revised
4/14/2015	4.0	Revised: Title Changed from Recruitment and Selection of Personnel; includes deleted policies: 4112, 4120, Temporary and Part-Time Personnel, 4122, Substitute Teachers; 4123, Student Teachers; and 4124, Part-Time Teachers