



Responsible Office: Office of Human Resources

BOARD POLICY 4110
TALENT ACQUISITION

PURPOSE

The Board of Trustees ("Board") is committed to the recruitment and selection of highly qualified individuals through equitable and consistent procedures. The Washoe County School District ("District") shall develop and execute recruitment and selection strategies that ensure an adequate pipeline of appropriately skilled and qualified candidates is available to fill existing and future vacancies. Through this policy and any associated documents, the District 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. Through its talent acquisition strategy, the District:
 - a. Shall implement procedures consistent with current collective bargaining agreements and employee handbooks;
 - b. Shall work to identify and remove barriers to attracting and retaining a high performing workforce;
 - c. Shall actively seek the most qualified applicants for all vacant positions within the District to meet current and future workforce needs;
 - d. Seeks to employ and maintain a qualified workforce that reflects the diverse community served by the District; and,
 - e. Encourages all employees to serve as "talent scouts," by actively engaging with individuals who may meet the District's current and/or future hiring needs, encouraging them to pursue opportunities within the District, and connecting them with the Office of Human Resources for information regarding the hiring process, as applicable.
2. The District shall not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of an individual's actual or perceived race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, native language, age

(against individuals 40 years of age or older), sexual orientation, gender identity or expression, genetic information, veteran's or military status, political affiliation, marital status, disability, lawful use of any product when not at work, or opposing unlawful employment practices.

3. The District shall develop and maintain formal procedures in accordance with federal and state laws and regulations for:
 - a. Position requisition;
 - b. Creation and/or updating of position descriptions;
 - c. Position posting and advertising;
 - d. Applicant screening;
 - e. Interviewing;
 - f. Pre-employment testing;
 - g. Candidate selection;
 - h. Offers of employment; and
 - i. Recordkeeping.
4. 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: Full-time, part-time, on-call, and temporary personnel, based on the needs of the District;
 - b. Guest (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 across District departments and functions;
 - d. Student workers, who work for the District during the course of their education.
5. In order to meet the demands of hiring in the future, the recruitment and selection strategy shall include a focus on building a pipeline of candidates through collaborative partnerships with institutions of higher education for the purpose of:
 - a. Comprehensive field experience, mentoring, 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.
6. The District's talent acquisition activities must be ethical, equitable, and consistent. To that end:
- a. All procedures shall be in compliance with current federal and state laws, collective bargaining agreements, and employee handbooks;
 - b. Individuals participating in talent acquisition activities shall adhere to all District guidelines regarding conflict of interest and the third degree of consanguinity or affinity and recuse themselves from participating if necessary; and,
 - c. No employee shall be assigned to a position under the direct supervision of a person related within the third degree of consanguinity or affinity without the approval of the Superintendent and the Board.
7. The Superintendent shall notify the Board, in writing, regarding any reorganization, creation, or elimination of Leadership Team positions. For the purposes of this policy, Leadership Team is composed of all direct reports to the Superintendent. Such notification shall include the recommended compensation range and/or any compensation changes, when applicable.
8. The Superintendent shall notify the Board, in writing, regarding the contingent offer of employment of new Leadership Team members.
- a. This notification shall disclose to the Trustees:
 - i. The selected candidate's qualifications (including professional experience and licensure applicable to the position);
 - ii. Any familial, personal, or other relationships the selected candidate has with the Superintendent, other Leadership Team members, or Trustees;
 - iii. All current or former business or property interests the candidate has or had with the District; and
 - iv. Outside employment or business the selected candidate intends to continue to perform during the course of their employment with the District.
 - b. In the event that one or more Trustees has a concern(s) about the contingent offer of employment of a Leadership Team member based on the Superintendent's notification, a request from the Trustee(s) may be

made to review the offer of employment as an agenda item during a future meeting of the Board and the individual must be noticed in accordance with state law (NRS Chapter 241).

- i. The Trustees' request to review the contingent offer of employment as an agenda item must be made to the Board President and Superintendent within five business day from the Superintendent's notification of contingent offer of employment. If there is no Trustee request to review within five business days, the Superintendent may offer employment to the candidate.
9. Authority is delegated by the Board to the Superintendent to implement the hiring and employment practices of the District. The Superintendent may adopt administrative regulations and/or procedures necessary to implement the provisions of this policy.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns to and/or complies with the governing documents of the District, to include:
 - a. Board Policy 4400, Equal Opportunity in Employment
 - b. Board Policy 4505, Standards of Professional Conduct
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. Chapter 391, Personnel
3. This policy complies with federal laws and regulations, to include:
 - a. Fair Labor Standards Act

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

3/10/2020	5.0	Revised: renamed from Talent Acquisition and Selection of Personnel; merged with deleted Board Policy 4105, Employment Practices; revised to include language related to the District's talent acquisition strategy.
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