

# LODI UNIFIED SCHOOL DISTRICT

Policy 4111  
4211  
4311

## REVISION

### Personnel

#### Recruitment and Selection

##### I. Statement of Philosophy

~~The Lodi Unified School District Board of Education believes that it is important for all students to have positive experiences with persons from diverse racial and ethnic backgrounds. It is also important for students to observe that women as well as men can assume responsible roles in society. For the minority child, it is especially necessary to have the positive image provided by minority teachers, counselors, administrators and supervisors. It is of equal importance for the student from the majority group to have positive experiences with minority group members at all levels within the school setting. These experiences can be provided in part through the presence of staff members at all levels of responsibility who represent the racial and ethnic diversity of this nation.~~

~~Democratic principles and the richness which racial differences bring to one national heritage can be learned through the presence of multi racial/ethnic school staffs working toward a common goal.~~

The Board of Education is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and

organizations that serve populations underrepresented among district employees.

## II. Objectives

Selection of personnel shall be based solely on qualifications, ability, and capacity to contribute to the district.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible candidates for a position. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential and consistent with law.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

## III. Statement of Policy

The Board maintains as its policy the provision of equal employment opportunity for all persons and the provision of prohibiting discrimination based on race, sex, color, religion, age, physical handicap, ancestry, national origin, political affiliation (except as prohibited by law), or personal matters which do not affect the employee's performance. This policy includes every aspect of personnel policy and practice in recruitment, selection, development, advancement, termination, and other treatment of employees and promotes the total realization of equal employment opportunity.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job

and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has non-psychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

~~The Board recognizes that the qualifications of all employees are of utmost importance and must be determined before recommendations are made for employment.~~

~~Since those who work for the school district can offer valuable assistance during the selection process, employees shall be provided an opportunity to participate in the process.~~

~~No employee shall interfere with, intimidate, restrain, or otherwise discriminate against any other employee or person who has filed a grievance concerning this policy.~~

For each position, the Superintendent or designee shall present to the Board candidates who meet all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.-

Legal References: EDUCATION CODE  
200-270 Prohibition of discrimination  
35035 Powers and duties of the superintendent ; transfer authority  
44066 Limitations on certification requirement  
44259 Teaching credential; exception; designated subjects;

minimum requirements  
44750 Regional teacher recruitment centers  
44830-44831 Employment of certificated persons  
44858 Age or marital status in certificated positions  
44859 Prohibition against certain rules and regulations re  
residency  
45103-45139 Employment (classified employees)  
49406 Examination for tuberculosis  
52051 Academic Performance Index  
GOVERNMENT CODE  
12900-12996 Fair Employment and Housing Act, including:  
7920-7930.215 California Public Records Act  
815.2 Liability of public entities and public employees  
H&S CODE  
53570-53574 Teaching Housing Act of 2016  
LABOR CODE  
432.3 Salary Information  
UNITED STATES CODE, TITLE 8  
20 USC 1681-1688 Title IX of the Education Amendments of  
1972; discrimination based on sex  
28 CFR 35.101-35.190 Americans with Disabilities Act  
34 CFR 106.51-106.61 Nondiscrimination on the basis of sex in  
employment in education program or activities  
42 USC 12101-12213 Americans with Disabilities Act  
42 USC 2000d-2000d-7 Title VI, Civil Rights Act of 1964  
42 USC 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as  
amended  
5 USC 552 Freedom of Information Act  
8 USC 1324a Unlawful employment of aliens  
8 USC 1324b Unfair immigration related employment practices

Policy

adopted: 11/12/74

revised: 06/03/75

revised: 11/18/75

revised: 05/18/76

revised: 08/01/89

revised: 02/20/01

revised: 11/04/03 (technical revisions)

revised: 04/17/07 (technical revisions)

revised: