

File: G2

PERSONNEL HIRING POLICY

The Chicopee School Committee establishes the following policy to promote consistency, fairness and uniformity in its district-wide hiring practices. The School Committee and District are committed to employment and advancement based upon qualification and merit.

The School Committee shall be given two weeks notice in advance of the employment of an immediate family member of the Superintendent, Central Office Administration or School Committee member or the assignment of an immediate family member of a Principal to the Principal's school. Immediate family is defined as "the employee and his spouse, and their parents, children, brothers and sisters." The responsible party for notifying the Superintendent is the building-based administrator or program director. The Superintendent will notify the School Committee.

Under some circumstances, the employment and placement of an immediate family member in certain positions or work groups may create potential conflicts with, or the appearance of a conflict with these hiring policies. In the interests and appearance of equitable treatment of employees, conservation of District resources, and employee productivity, no individual shall be employed in a school or other District location under the supervision or direction of an immediate family member, or in circumstances in which an immediate family member has or may have influence and/or affect the individual's progress, performance, welfare, work environment or workload.

If an employee enters into such a restricted employment relationship, one of the employees must seek a transfer, or request a change to the reporting relations structure. These changes must be supported by the appropriate Principal, Manager, Supervisor or Administrator. Should an employee in a restricted relationship fail to seek a transfer, the Superintendent will implement an administrative transfer.

In limited circumstances, such as specialized educational background and/or experience, the employment of two immediate family members in a single work are may be desirable, despite one being under the supervision and/or director of the other. In such limited circumstances the employee or both employees may seek an exemption from the Superintendent. If granted by the Superintendent the School Committee will be notified by the Superintendent of such exception.

The following procedures will be used when hiring full-time employees, except the Superintendent, Assistant Superintendents, Administrator of Special Education and School Business Administrator. These procedures are intended only to supplement relevant collective bargaining agreement(s) and state and federal laws and not supersede such external provisions. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.

1. For each funded position in the School District an appropriate title will be assigned and job description maintained setting out the qualifications, salary range, certification (if

appropriate), and duties and responsibilities. The Superintendent will submit a statement of job requirements to the Chicopee School Committee for approval for any new position. Changes in qualifications for existing positions will be approved by the School Committee.

2. All funded positions will be advertised as deemed appropriate by the Superintendent of Schools.
3. All applicants for employment are required to complete an application form, which will be maintained in the main office of the district in an active file for a period of one (1) year. Each application on file will be reviewed prior to hiring any staff for a position in order to develop a pool of qualified applicants for interview.
4. Where appropriate, individual applications will supplement, but not supersede the Civil Service examination process.
5. Interviews to evaluate the candidate will be conducted by teams composed of the building principal for building-based personnel, program director(s) and other staff deemed appropriate by the Superintendent. For system-wide staff, the Superintendent, or designee, will designate the interview team. Teams will include an expert in the field for which the candidate is being interviewed.
6. Upon completion of the interview process and review of applicant credentials, for building-based personnel the principal shall appoint and submit the name along with supporting written rationale to the Superintendent for approval.
7. The Superintendent shall review the recommended candidate for compliance with job requirements and qualifications, certification (if appropriate), budgetary constraints, School Committee policy and any other relevant factors. Final approval shall then be granted or denied by the Superintendent.
8. For system-wide personnel, the Superintendent, or designee, may solicit input, as deemed appropriate; however, the determination of appointment is the decision of the Superintendent.
9. All personnel hired, including the source of funding, must be reported, for information purposes only, to the School Committee at its next regular meeting.
10. Funding for all personnel positions must be approved by the School Committee prior to being appointed.

Legal Refs.: M.G.L. c. 71, § 41, § 42, § 47A, § 53, § 59, § 59B, § 67; c 71B, § 3A; c. 151B

1st reading: Reg SC Mtg 12/3/2014

2nd reading: Reg SC Mtg 12/17/2014

**Please refer to the Procedure for Hiring Coaches (File: G2.1).*

File: G2.1

PROCEDURE FOR HIRING COACHES

1. The Coordinator of Athletics and building principal will meet in advance of each sports season to discuss coaching positions.
2. All coaching positions will be posted internally on an annual basis; positions will be posted externally as deemed appropriate by the Superintendent or his/her designee (e.g., positions for which there are no internal candidates).
3. Interviews will be conducted for open positions for which there are multiple candidates. Interviews will be conducted by teams comprised of the Coordinator of Athletics, building principal, member of the central administration, and others as deemed appropriate by the Superintendent or his/her designee (including, for example, a head coach in the instance where an assistant coach is being hired, or a parent, booster club member, or team representative).
4. The names of selected candidates will be forwarded to the Director of Budget and Human Resources, who will share those names with the Superintendent.
5. Upon approval from the Superintendent, the selected candidates will be notified by the Director of Budget and Human Resources and appointed by the appropriate building principal.
6. The Coordinator of Athletics will notify candidates who were not selected.

**Please refer to the Personnel Hiring Policy (File: G2).*