

## HIRING OF RETIRED SCHOOL EMPLOYEES

### FULL TIME JOB VACANCIES

#### Recruitment:

The district will sufficiently advertise job vacancies before determining that a retire rehire employee is the best option. Advertisements may include in-house posting, local newspaper, and district website.

#### Selection:

Principals will form a hiring committee. The committee may include other certificated staff, counselors, community representative(s), and school board representative(s).

### PART TIME JOB VACANCIES

The district will follow the above full time job vacancy procedure unless the position is for .2 FTE or less. In the event the position is .2 FTE or less, the position may be opened in-house only and added to a retire/rehire employee's current FTE, if he or she is already in a position that has been filled according to this procedure.

### RECORDS MAINTENANCE

The hiring committee shall make record of the decision made that lead to the hiring of a retire/rehire employee and send copies of such records to the district's executive secretary. The executive secretary will include these notes, a copy of the job vacancy announcement, copies of outside/inside advertising, etc. to be maintained as documentation re. the retire-rehire process.

### BOARD APPROVAL

The board will be presented with retire/rehire identification and rationale. Copies of the minutes and agenda will be included in the executive secretary's file.

Annual approval will be made in the May board meeting under "Approval of Certificated Staff".

Retire/Rehire employees will be identified as such for board approval.