



Provo City School District
Policy Series 5000: Personnel

Policy No. 5020

Hiring Standards and Practices

The Provo City School District Board of Education has granted authority to the superintendent to oversee and be responsible for all hiring and employment practices in the district. The Board, through monthly personnel reports appearing on the monthly Consent Calendar acts upon hiring, transfer, termination, resignation, and retirement activities among the district staff.

The Board expects that only the most qualified employees will be selected for positions. The district will implement fair and equitable hiring practices that will attract and retain the best qualified applicants in accordance with state and federal law. Consideration will be given to internal and external applicants. In all cases, the District will hire the best qualified applicant for the position. While there may be infrequent exceptions, the best applicant will in every case possess the licensure, endorsements, certificates and knowledge, skills and abilities to perform the essential functions of the job. All federal and state hiring practices will be followed, and the district will ensure fairness and non-discrimination in all employment processes

The Board directs the superintendent to develop procedures ensuring fair hiring practices. All applicants must follow such procedures and other directions provided on job postings and position announcements to be considered for employment with the District.

Legal References:
Utah Code 34A-5

Synopsis:
Utah Labor Code, Utah Antidiscrimination Act

Cross Reference:
Procedure 5020-P1
Procedure 5020-P2
Form 5020-F1
Form 5020-F2
Form 5020-F3

Synopsis:
Hiring Standards and Practices
Employment of Non-US Citizens
Request for Letter of Authorization
Employment of Non-US Citizen Form
VISA Checklist Non-US Teacher

Approved by Board of Education: March 11, 2014