

It is District 96's goal to hire highly qualified individuals through a fair, competitive process. The Superintendent, or his or her designee, will take steps to assure that all recruitment efforts are conducted in a manner that maximizes the pool of applicants.

The District is committed to diversity and to providing equal employment opportunity regardless of race, sex, age, religion, national origin, disability or any other legally protected status.

I. Hiring Process

All hiring is subject to approval by the Board and must follow the steps, outlined below:

A. Requests to Hire: All hiring for positions shall be initiated by submission of a RTH to the Board that will include the following:

- 1) Justifications for filling or creating the position;
- 2) Current Job Description containing a list of all Minimum Qualifications and, if applicable, Preferred Qualifications, as well as a description of the knowledge, skills, and abilities relating to the Position; and
- 3) The proposed annual salary or hourly wage, benefit terms, health benefit contributions, pension contributions and any other cost impacting the District's budget including but not limited to anticipated or potential TRS or IMRF penalties.

B. Job Postings: Once the Board approves the hiring of the position, the Superintendent, or his or her designee, shall post the position. All Job Postings must include a list of all Minimum Qualifications and testing protocols, if applicable, and they must be accurate and readily available to the public. All Positions which will be posted in highly visible areas at the District Headquarters and on the District's website. Positions may also be posted at schools, professional organizations, labor organizations, professional publications, online job posting sites, and other appropriate locations in order to generate a large pool of qualified Applicants.

C. Eligibility List: The Superintendent shall determine procedures on application screening. The Superintendent, or his or her designee, shall keep record of who screened the applications and why each ineligible applicant was deemed as such. The Board will designate Board member(s) or third-party provider to screen for any position that will report to the Board.

D. Interview Panel: The Superintendent, or his or her designee, shall choose which District employees shall serve as interview panelists. The Board shall select at least one Board member to participate in all non-bargaining unit Directors, Managers, Administrators, Principals and Administrative staff hired to support the Board. Interview panels may consist of no less than three but no more

than five individuals. All panelists must hold a position equal or greater than the position being filled.

No member of the public may be selected to participate as an interview panelist or take part in any part of the District hiring process. The Administration may utilize surveys, or similar method, to collect community input on factors to consider when hiring certain personnel.

E. Interviewer Evaluation Form and Preparation of Ranked Validated Eligibility List: Each interviewer will independently and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview and will score each Candidate as 1 (unacceptable), 2 (marginally acceptable), 3 (acceptable), 4 (very good) or 5 (excellent) in each category listed on the Interviewer Evaluation Form. The basis of any score of 5 or 1 must be explained by the interviewer on his or her Interviewer Evaluation Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it.

F. Selection Meeting: Upon conclusion of the candidate interviews, the interviewers will conduct a selection meeting at which all of the interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express his or her opinion regarding the Candidates.

G. Justification to Hire: The Superintendent, or his or her designee, shall prepare Justification to Hire and submit it to the Board along with the Interview Panel Ranking Form, the Interview Evaluation Forms, notes from the selection meeting, and any other documentation regarding the selection and ranking of the Candidates.

H. Extension of Offer: Upon approval by the Board to hire the selected individual, the Superintendent may extend an offer of employment to the selected individual. If that individual does not accept the District's offer, the Superintendent may extend the offer to the next higher-scoring candidate and continue down the list until a candidate accepts employment with the District.

The Extension of Offer must mirror the terms and conditions approved by the Board. If the Superintendent, his or her designee, or the candidate want to change any terms or conditions of employment, the Superintendent must present the proposed change to the Board for approval.

I. Union Relations: If a CBA is in conflict with the language in this Hiring Policy, the language in the CBA will govern. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in this Hiring Policy must be followed.

- J. Nullification:** If it is discovered pre-employment that any part of this process was not followed, the candidate did not meet the minimum qualifications, the candidate misled the panel or was untruthful in their application, the Superintendent shall revoke the offer. If any of these acts are discovered post-employment, the employee's employment shall be deemed *void ab initio*.
- II. Temporary Agency Use:** There may be an occasion when the Superintendent may have to hire temporary employees due to emergencies and extended leaves of absences. The Superintendent must prepare a report to the Board every month listing all temporary employees, their work locations, the reason for using the temporary employee, the number of hours worked that month and the total dollar amount paid to the temporary agency.
- III. Use of Search Firms and Third-Party Providers:** All positions must be posted in accordance with the policies above. Search firms and third-party providers may only be used by the Board to hire a Superintendent or Director of Finance (or similar title) or by the Superintendent, or his or designee, for Director-level or highly technical positions and upon approval by the Board. The Superintendent must demonstrate that after posting the position for at least 30 days and despite all efforts to comply with the hiring process above, the District needs to hire a search firm or third-party provider to obtain more suitable candidates.
- IV. Interim Employees:** In order to be eligible for an Interim Assignment, an employee must possess all of the minimum qualifications contained in the job description. Interim Employees may not exceed 120 calendar days in a year without authorization by the Board.
- V. Change of Status:** Neither the Superintendent nor any District employee may change the status of an employee (e.g. part-time, full-time, temporary, interim, permanent) without prior authorization from the Board.
- VI. Nepotism :** Applicants for employment in District 96 shall be selected without regard to a relationship by affinity or consanguinity which they may have with a current employee of the District. However, to avoid possible conflicts of interest which may result from employment procedures, an employee or board member who is related by affinity or consanguinity to another employee or applicant shall not participate in, or otherwise influence, any decision to hire, retain, promote, evaluate, determine the salary of that person or any other terms and conditions of employment. The employee or board member shall disclose the relationship and recuse themselves from participating in the decision.
- For the purposes of this POLICY, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, registered partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. A "relationship by consanguinity" is defined as a

relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.

VII. Nullification: If the Superintendent or any other District employee takes any employment action contrary to this policy and without authorization by the Board, the action is null and void.