

[] Required
 [**X**] **Local**
 [] Notice

RECRUITING AND HIRING

The BOCES Board believes that the quality of the BOCES' employees in large part determines the quality of the education offered to the BOCES students and the quality of the programs offered to component districts. As the employer for the BOCES, the Board will provide and maintain qualified and certified instructional and support personnel to carry out the programs of the BOCES.

The District Superintendent shall implement and maintain a high-quality recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of the BOCES, component districts, and students.

New or Revised Positions

The Director of Human Resources in consultation with the Assistant Superintendents and Directors shall develop recommended qualifications for all new positions in the BOCES and review the qualifications for all existing positions as necessary. The District Superintendent must approve all recommended qualifications for all new and existing positions. The Board must approve the qualifications for all new positions in the BOCES and revisions of the qualifications for existing positions.

The Director of Human Resources shall refer all proposals for the creation or reclassification of all classified (non-instructional) positions and a statement of the duties for these positions to the Albany County Department of Civil Service for classification.

The Director of Human Resources in consultation with the Assistant Superintendents and Directors, shall develop job descriptions that incorporate the qualifications and job duties for all positions in the BOCES. The District Superintendent must approve the job descriptions for all positions in the BOCES.

Recruiting

The BOCES will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. BOCES employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, sexual orientation, genetic predisposition, or any other status protected by federal or state law.

Hiring

Through standard recruiting and hiring procedures, the Director of Human Resources in conjunction with the Assistant Superintendents and Directors, will ensure that candidates for BOCES employment meet all the qualifications set for the position and will recommend individuals for employment to the District Superintendent. The District Superintendent must recommend all individuals for employment to the Board. The Board must approve of all individuals who are employed by the BOCES.

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§621 *et seq.* (prohibiting discrimination on the basis of age)
Americans with Disabilities Act (ADA), 42 USC §§12101 *et seq.* (prohibiting discrimination on the basis of disability)
Civil Rights Act of 1964 (Title VII), 42 USC §§2000e *et seq.* (prohibiting discrimination on the basis of color, national origin, race, religion and sex)
Rehabilitation Act of 1973 (Section 504), 29 USC §794 (prohibiting discrimination on the basis of disability)
Title IX, 20 USC §§1681 *et seq.* (prohibiting discrimination on the basis of sex)
New York State Constitution, article V, §6 (requiring public employees be appointed on the basis of merit and fitness)
Civil Service Law §§22; 40-44; 61(1) (rules on classified positions)
Education Law §§1604(8); 1709(16); 2503(3); 2554(2); 3012(1)(a) (board's authority to hire employees)
Education Law §§1604(39); 1709(39); 1804(9); 1950(4); 2503(18); 2554(25) (fingerprinting requirements)
Executive Law §§290 *et seq.* (prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race, sex, sexual orientation, or genetic predisposition)
Retirement and Social Security Law §211 (employment of retired persons)
8 NYCRR §80-5.5 (§211 waiver process)

Adoption date: