

EMPLOYMENT OF PERSONNEL

The Jefferson Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, religion, sex, age, gender, sexual orientation, genetics, marital or veteran status, national origin or any similar protected personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons selected for employment hold the proper certification, where applicable, and have the proper qualifications for the position.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

BUS DRIVERS

The School Board shall only employ as school bus drivers those persons who have met all state and federal requirements for such positions.

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new driver shall be hired.

Whenever a school bus operator owning his/her own bus retires, a vacated route shall be offered first to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The Superintendent may select an operator to fill a vacant route using a different process than outline above, but **only** if the School Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of the approved leave.

NOTE: The practice of "bumping" shall not be utilized.

Seniority. The first consideration for seniority for bus owner/operator is the total period of continuous uninterrupted full-time service as a school bus operator with the Jefferson Parish School Board excluding official leave time granted by the School Board. When the experience as an owner/operator is equal, then second consideration shall be the number of years of uninterrupted service as an employee of the Jefferson Parish School Board. When these two (2) factors are equal, then routes shall be awarded by random selections.

OTHER SUPPORT PERSONNEL

Applicants shall be selected for support positions based on criteria as may be

determined by the Superintendent. Unless specifically covered by a written employment contract expressly entered into by the individual employee and the Superintendent, school support employees shall be hired on an *at will employment basis*, which means they are subject to dismissal upon the written recommendation of the Superintendent. *School support employee* shall mean any employee of the Board that is not required to hold a valid teacher's certification as a condition or is not a bus driver. All appointments shall be temporary until ability to perform assigned tasks has been determined.

FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. *Grant-funded positions*, may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funding. The letter of appointment sent to an employee for grant-funded positions shall state that continuation of the employee's service in that position shall be contingent upon the continuing availability of funds from the applicable grant funding source. Employees shall not be eligible to earn tenure in grant funded positions. Time spent in grant-funded positions shall not apply toward tenure unless expressly stated in the employee's contract of employment.

Revised: September, 2006
Revised: September, 2008
Revised: October, 2008
Revised: August, 2009

Revised: September, 2009
Revised: July, 2012
Revised: January, 2013
Revised: December 6, 2016

Ref: La. Rev. Stat. Ann. 17:81, 17:81.9, 17:413, 17:493.1, 23:897; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 6-12-85, 8-10-88, 1-27-99, 5-1-02, 10-2-02, 6-16-04, 8-3-05, 1-18-06, 4-16-08, 2-4-09.