

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Title: Employment Practices

Policy Number: HR002

POLICY

The Virginia School for the Deaf and the Blind (VSDB) provides equal employment opportunity with respect to selection of individuals for available positions; administers all practices without regard to race, color, religion, national origin, gender identity, sexual orientation, disability, age, gender, marital status, genetic information, veteran status, or any other characteristic protected by law or based on a belief that such characteristic exist. Such practices shall be used to obtain the best pool of applicants available for open positions. VSDB practices permit appropriate employment preferences for veterans. The VSDB shall comply with all policies and procedures of the Department of Human Resource Management Policy No. 2.10, Hiring, and Policy No. 1.45, Probationary Period. The additional procedures are unique to the school organizational structure and supplement the DHRM policies and procedures.

Virginia Department of Human Resources Management, Policy and Procedures Manual:

- Policy 1.45, Probationary Period
- Policy 2.05, Equal Employment Opportunity
- Policy 2.10, Hiring

Standards for the Regulation of Children's Residential Facilities

- 22 VAC 35-46-270. Qualifications
- 22 VAC 35-46-280. Job Descriptions

DEFINITIONS

Hiring Authority – The individual making the final hiring decision (unless otherwise designated, the hiring authority is the school Superintendent)

Family Member – Members of an employee's immediate family including:

- Spouse.
- Any person residing in the same household as the employee.
- Parents.
- Step-parents.
- Children.
- Step-children.
- Siblings.
- Step brothers and sisters.

PROCEDURES

Position Review

When a vacancy occurs, the appropriate Department Head shall review Parts I (Position Identification Information) and II (Work Description and Performance Plan) of the Employee Work Profile (EWP) for the vacant position. Instructional and classified positions shall be reviewed for current qualifications, duties/responsibilities and accurate classification level. If the position has had changes in these areas, a new EWP must be written to reflect the new qualifications or duties. Upon receipt of the EWP, the Director of Human Resources shall review it for completeness and to determine if the classification level is appropriate.

Initiating the Recruitment Process

Each position to be filled, to include faculty, classified and wage appointments, must have VSDB budget approval before recruitment may begin. The appropriate Department Head shall submit a request for the fill of a position to the Director of Human Resources using the Personnel Requisition Form (Attachment 1). The Director of Human Resources shall coordinate with the school Superintendent and Director of Operations to obtain approval for the recruitment process to begin and advise the Department Head of the decision. Additional approval may be required by the VSDB Board of Visitors and Secretary of Education, dependent upon budgetary guidance.

Recruitment

The Director of Human Resources in coordination with the school Superintendent shall determine the recruitment strategy that best fits the needs of the agency before posting a vacancy. The decision shall be based on factors such as the agency's equal employment compliance objectives and the availability of qualified applicants. One of the following recruitment methods shall be used:

- Agency Internal Recruitment: only the agency's current employees may apply.
- State Employees Only: only current state employees may apply.
- Open Recruitment: all state employees and the general public may apply.

NOTE: The agency may reopen recruitment as necessary.

Listing Job Announcements

The Director of Human Resources shall list all job announcements in RECRUIT, except as noted in the following situations:

- Positions to be filled through Agency Internal Recruitment, provided all VSDB employees are notified of such openings.
- Vacant positions available as placement or recall opportunities for employees affected by layoff.
- Positions to be filled by agency-initiated demotions, or temporary assignments or employee-requested demotions or reassignments within the Pay Band.

NOTE: Approval of employees' requests for non-competitive voluntary demotions/transfers is at the discretion of the agency.

- Similar vacancies (same role, duties/work title, organizational unit, and geographic area) that become vacant, or funded, within 90 calendar days from the position closing date of the similar vacancy.

NOTE: For such openings not listed in RECRUIT, only those applications in the applicant pool for the previously recruited position may be considered.

The job announcement must be listed in RECRUIT for a minimum of five consecutive workdays.

The Director of Human Resources shall announce positions using one of the following options as specified in The Department of Human Resource Management Policies and Procedures Manual, Policy 2.10, Hiring:

- Fixed Period.
- Open Until Filled.
- Continuous Recruitment.

Advertising Plan

All classified and faculty position advertisements shall be sent to appropriate agencies and organizations to attract the most competitive applicant pool. Agencies and organizations may include internal departments (VSDB website), RECRUIT, Virginia Department of Education,

newspapers, colleges and universities, minority organizations, professional journals and other state deaf and blind school Internet sites.

State Applications

Applicants must submit a state application in order to be considered for a position. Applications must be submitted on-line through the state job website.

Hiring Restrictions

The VSDB shall prohibit a state employee from working in the same agency as his or her family member unless the employee does not exercise any control over the employment or the employment activities of the member of the family and the employee is not in a position to influence those activities. It is the responsibility of the employee and/or the applicant to notify the Office of Human Resources of any conflict of interest in the area of employment. In an emergency situation, temporary measures may be taken by the school Superintendent to allow for short-term employment of an employee's qualified family member. An emergency situation is defined as involving the health and safety of students and the security and safety of the facility. If this need would occur, the immediate supervision of the temporary employee would be changed to an individual who is not related. This would not apply to long-term employment.

Selection

Interviews to determine the final selection may be conducted by:

- The school Superintendent,
- Persons designated by the school Superintendent, and/or
- A selection panel.

Steps in the Selection Process

- The Director of Human Resources shall either refer all applicants for interview for a position or reduce the applicant pool by screening applications.
- A set of interview questions shall be developed and asked of each applicant during an interview.
- Panel members shall make a recommendation regarding their choice of applicant(s) to the school Superintendent or designee.
- The Director of Human Resources shall verify authenticity of application and credentials before making a job offer. Reference checks should be obtained from the current and at least one former supervisor of the applicant who is the final candidate for the position.
- An offer letter shall be completed for the candidate selected to fill the position. The employment offer letter shall explain the probationary period, if appropriate, any required certification or training period, or other conditions of employment.

Background Investigations

As soon as practical before the offer of employment, the Director of Human Resources shall conduct an employment background investigation including criminal history and a Child Protective Services Central Registry check on each new employee and on any volunteer or contractual service worker who provides services on a regular basis and who will be alone with children in the performance of their duties. Individuals who have been convicted of a barrier crime as found in § 63.2-1719 of the Code of Virginia and those who are reported on the Child Abuse and Neglect Central Registry with a founded complaint shall not be hired or shall be terminated from employment. The results of the criminal history check must be received prior to an employment offer. The results of the central registry check must be received prior to permitting the applicant to work alone with children. Individuals who fail to disclose founded complaints of child abuse or neglect or fail to disclose

convictions and/or pending charges for any offenses including moving traffic violations may be terminated from employment at the discretion of the school Superintendent. This provision excludes offenses committed before the eighteenth birthday which were finally adjudicated in a juvenile court or under a youth offender law.

Additionally, individuals who drive State vehicles or use personal vehicles in transacting state business must have their Virginia Department of Motor Vehicles driving history checked and on file, as required by VSDB Policy OP013.5 Use of State Owned Motor Vehicles.

Following employment, employees are required to report to the Director of Human Resources immediately:

- Convictions for any of the traffic related offenses listed above
- Convictions for any Class I misdemeanor or felony criminal offense
- Founded cases of or child abuse as reported on the Child Abuse and Neglect Central Registry

An employee's failure to report these matters is subject to disciplinary action under the Standards of Conduct and may result in the termination of employment.

The Director of Human Resources is responsible for interpretation of this policy. Questions regarding the application of this policy should be directed to the VSDB Office of Human Resources.

Rescission: Original Date: February 1, 2009; Revised: November 9, 2015 BOV Approved: 4/6/16
