

520.1

STAFF RECRUITMENT AND HIRING

The Board of Control has the legal responsibility for approving the employment of all staff. While this responsibility cannot be waived, the Board assigns the responsibility for staff member recruitment/selection to the Agency Administrator. The Agency Administrator is to establish the procedures necessary to make the personnel policies and the corresponding administrative regulations effective.

The Agency Administrator or a person designated by him/her shall determine personnel needs and locate the best available candidates for employment. A personal interview will be required of all individuals employed by the Agency. All candidates must furnish appropriate evidence of preparation, experience, licensure or certification if required.

Staff members shall be contracted by the Board upon recommendation of the Agency Administrator. Persons recommended for employment shall meet the qualifications established by law and by the Board for the type of position for which the recommendation is made. Recommendations shall be based upon current and impending contracts with the Agency. All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations and required by the Board of Control.

Tentative Approval: September 3, 2003

FINAL APPROVAL: October 8, 2003