

BONNEVILLE ACADEMY HIRING POLICY

Purpose: The purpose of the policy is to define the decision-making process and authority involved when hiring employees of Bonneville Academy. Bonneville Academy believes it is vital to have qualified individuals in positions to contribute to the school's overall success.

Policy: The Board of Directors will make all decisions regarding the hiring of the School Director. All other employees will be hired by the School Director. The School Director may delegate this authority to another individual or body if desired. The School Director has the ability to add new positions within the school as long as the expense is accounted for in the proper category of an approved budget. It is recommended that the School Director inform the board when new positions are created or new individuals hired.

The hiring process should include the following steps:

1. Open positions will be noticed for a minimum of 5 days or until filled either internally, externally or both.
2. Interviews of possible candidates will be conducted using the same interview questions deemed appropriate for the position being hired. When possible, interviews will be conducted by an interview panel chosen by the School Director. The necessity of a panel will be determined by the School Director depending on the level of the position being filled.
3. References will be checked prior to any offer of employment.
4. Offers of employment will follow the process outlined in the school's Background Check policy.
5. If the offer of employment concerns an individual who has previously worked for Bonneville Academy or if a background check is returned with anything other than a cleared status, the School Director will discuss the candidate with the Executive Committee of the Board of Directors prior to continuing with the hiring process.
6. When finalizing the new employment of an individual, an Orientation Checklist will be followed to ensure that all necessary forms and information is completed.
7. If a sitting member of the Board of Directors wishes to apply for employment at the school, they must first resign their position on the board as to remove any perception of preferential hiring practices.

This process may be altered at the discretion of the School Director or Board of Directors if it cannot reasonably be accomplished due to individual circumstances.

All employment with Bonneville Academy is "at-will" regardless of any conversations or agreements made with the school representative who offers the job.

All offers of employment are conditional until the candidate fulfills all requirements established for the position.

Approved: November 7, 2016