HIRING PROCEDURES FOR SUMMER EMPLOYMENT

The Board of Education (the Board) of the Bethlehem Central School District (The District) insists on a clear, complete, and consistent procedure for hiring personnel for summer employment in the District. These procedures will follow the established protocols regarding the hiring of District personnel (see Policy # 9240).

Summer work opportunities include, but are not limited to, the following categories: extended school year educational programs, summer school, technology services, operations and maintenance services, and transportation. “Summer employment” is identified as work scheduled during the period of time following the conclusion of a school year and the beginning of the new school year. Such work experiences are funded by the District budget and are supervised by District administrators.

The Board directs the superintendent to ensure that the following procedures are being followed when employees are hired for summer work opportunities:

1. Positions for summer work employment are posted as vacancies for a period of ten days within the internal District community.
2. Each vacancy will consist of a job description of duties and responsibilities expected of the candidate in fulfilling the job.
3. Anyone applying for a vacancy shall be considered for an interview assuming they have demonstrated experience for the job in question. It is incumbent upon the candidate to indicate this experience on the job application for the position in order to be asked to interview.
4. Priority preference for hiring individuals for summer work opportunities will be given to internal District employees first who meet the needs of the assignments that are posted, and next to candidates outside of the District personnel should there be the need.
   ○ Note: The school administration has the right to determine if a candidate meets the needs of the assignment. Exceptions to #4 will be any concerns of a disciplinary nature or if the candidate is unable to perform the essential functions of the position.
5. Summer work employees will be paid an hourly rate, as determined by the Board of Education for the year of employment, and may be subject to contractual requirements as may be specified within collective bargaining agreements.

All summer employees will be evaluated periodically on their work performance as determined by the administrators of the program. These evaluations may be considered in planning for succeeding summer employment needs.

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