

POLICY 4011 PROCEDURES

The District recognizes that retirees can provide a viable solution in the staffing of hard to fill positions. The following procedures will be followed in the hiring process of retirees:

1. All positions will be posted for internal and external applicants in accordance with normal recruiting procedures and in compliance with applicable collective bargaining agreements.
2. Granite Falls School District retirees and existing Granite Falls School District retire-rehire employees who wish to be considered for a vacancy must submit a letter of interest (letters of recommendation are optional); outside retiree applicants must complete a full district application.
3. Administrators will screen all applicants based upon the qualifications and performance requirements of the position and conduct interviews with qualified applicants. A retiree shall only be considered if no other candidate is available with (1) appropriate certification and (2) either successful experience in a similar position or successful experience in a student teaching/internship placement.
4. Prior to making a conditional offer of employment to a retiree applicant, the administrator shall confer with the Superintendent or Assistant Superintendent to review the position qualifications and applicants considered and discuss the rationale for recommending a retiree. The Superintendent or Assistant Superintendent shall approve or deny the administrator's request to offer the position to a retiree.
5. If a retiree is offered and accepts a position, the retiree shall be forwarded to the board of directors for recommended approval at the next regularly scheduled board meeting. The recommending administrator shall prepare a summary for the board which justifies the need to hire a retiree and documents the selection process.
6. Records related to recruitment actions for which a retired employee is selected and appointed under these provisions shall be retained for future audit in accordance with normal applicant/recruitment record retention provisions.
7. Retirees shall be eligible for mandatory and permissive health benefits in a like manner as other employees in comparable positions and employment status. Retirees shall be encouraged to consult with DRS before accepting benefits to assess any potential adverse consequences to retirement based health benefits eligibility.
8. Vacancies filled by retirees shall be considered non-continuing and be posted annually.

Upon the recommendation of the Superintendent, the board may choose to fill an administrative or other non-represented position through the appointment of a retiree without a posting if the vacancy or staffing need occurs at a time or in a manner that make standard hiring practices impractical or overly disruptive to efficient and timely district operation. In such circumstances, the Superintendent shall document the justification for the appointment and submit that documentation to the board for consideration. All such records shall be maintained for audit purposes.