



**Subject:** Hiring: Recruitment and Selection, Nondiscrimination in Employment, Nepotism

**Approved By:** Board of Directors

**Policy:** 8001.1 – 8001.3

**CITRUS SPRINGS CHARTER SCHOOL**

**Effective Date:** July 26, 2016

**Revised Date:** May 12, 2026

**ORANGE SPRINGS CHARTER SCHOOL**

**Effective Date:** February 2, 2025

**Revised Date:** May 12, 2026

### **8001.1 – RECRUITMENT AND SELECTION**

Because an important factor in student achievement is the quality of the teaching staff, the Charter School Board of Directors desires to employ a highly qualified and effective person for each open position in order to improve student achievement and efficiency in school operations. Quality support and administrative staff also contribute to a positive and efficient learning environment that facilitates student achievement through smooth and efficient operations that allow all staff to focus on the quality of the school program.

The Superintendent or their designee shall recruit candidates for open positions based on an assessment of the School's needs for specific skills, knowledge, and abilities. The Superintendent or their designee shall develop job descriptions that accurately describe all essential and ancillary functions and duties of each position, including environmental and physical demands, and shall assure the broadest distribution of job announcements to ensure the receipt of a wide range of candidates.

The Superintendent or their designee shall develop selection procedures that effectively and efficiently identify the best possible candidate for each open position through a fair and impartial selection through uniform screening processes, interviews, observations, and recommendations from previous employers. The Superintendent or their designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law. No inquiry shall be made with regard to any category of discrimination prohibited by applicable law.

During job interviews, applicants may be asked to describe or demonstrate how they have performed in the past and how they think they will be able to perform the duties of the open position for which they have tendered their application.

The Superintendent or designee shall ensure that recruitment and selection procedures are job-related and consistently applied, including the use of structured interview questions, job-related selection criteria, and documented scoring or rating tools designed to minimize bias and ensure equal employment opportunity.

**All employees are hired “at will.”** Each employee will specifically acknowledge, by returning a signed offer letter, that the employee is an at-will employee and that there have been no promises of continued employment at the school from any of its representatives. The offer of employment shall be expressly contingent upon satisfactory completion of all required pre-employment conditions, which may include, but are not limited to, background checks, credential and license verification, TB clearance, and any other clearances required by law or Charter School policy. No representative of the Charter School has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except in a written employment agreement signed by the employee and the Superintendent or designee.

For each position, the Superintendent or their designee shall present to the Board one individual who meets the qualifications for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in difficult-to-fill positions. The Superintendent or designee has the authority to allow a new hire to begin employment prior to Board approval. The new hire will be notified that her/his employment is subject to Board approval.

#### **8001.2 – NONDISCRIMINATION IN EMPLOYMENT**

The Charter School is an equal opportunity employer. It is the policy of the Charter School to afford equal employment and advancement opportunity to all qualified individuals without regard to race, color, creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions, gender identity, and gender expression, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, citizenship or immigration status, military or veteran status, or any other consideration or status made unlawful by federal, state, or local laws. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and

benefits of existing employees.

The Charter School strictly prohibits retaliation against any applicant or employee who, in good faith, reports or complains of discrimination or harassment, participates in any investigation or proceeding relating to such a complaint, or otherwise exercises rights protected by law. Any form of retaliation is a violation of this policy and will result in disciplinary action, up to and including dismissal.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Charter School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the position should contact human resources and request such an accommodation. The individual with the disability should specify what accommodation is needed to perform the job. The Charter School then will conduct an interactive process to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. The Charter School will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Any school employee who engages or participates in unlawful discrimination or harassment, or who aids, abets, incites, compels, or coerces another to discriminate or harass, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Any Charter School employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the Assistant Superintendent Human Resources, Senior Director Human Resources, Director Human Resources, school administrator, or Superintendent as soon as practical after the incident. Charter School administrators should immediately report the information to Human Resources and the Superintendent. Failure of a school employee to report discrimination or harassment may result in disciplinary action.

The Superintendent or designee shall regularly publicize, within the Charter School and in the community, the Charter School's nondiscrimination policy and the availability of complaint procedures. The Charter School's policy and administrative procedures shall be posted in all schools and offices, including staff lounges, and shall be made available on the Charter School's website

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in

Employment:

**Assistant Superintendent, Human Resources**

**Senior Director Human Resources**

**Director Human Resources**

27740 Jefferson Ave, Temecula, CA 92590

(951) 252-8800

human.resources@springscs.org

The Coordinator is responsible for overseeing the Charter School's compliance with this policy, receiving and coordinating the investigation of complaints, and ensuring appropriate staff training.

**Complaint and Investigation Procedure**

Any applicant or employee who believes they have been subjected to discrimination, harassment, or retaliation in violation of this policy is encouraged and has the right to promptly report the conduct.

1. Reports may be made verbally or in writing to the individual's supervisor, site administrator, the Assistant Superintendent of Human Resources, Senior Director Human Resources, Director Human Resources, or the Superintendent. Anonymous reports will be accepted to the extent permitted by law, but may limit the School's ability to investigate.
2. Upon receipt of a complaint, the Charter School will promptly undertake a fair, timely, and thorough investigation, ensuring that all parties and witnesses are provided an opportunity to be heard.
3. To the extent possible, and consistent with the need to conduct a thorough investigation, the School will maintain the confidentiality of the complaint and the information gathered.
4. At the conclusion of the investigation, the School will provide the complainant with a summary of its findings and, where appropriate, take prompt and effective remedial action, which may include discipline, training, or other corrective measures.
5. A complainant who is dissatisfied with the outcome may seek review in accordance with the Charter School's Uniform Complaint Procedures or other applicable appeal processes.

**Other Remedies**

An employee may, in addition to filing a discrimination complaint with the School, file a complaint with either the California Civil Rights Department (CRD), formerly The California Department of Fair Employment and Housing (DFEH), and/or the United States Equal Employment Opportunity Commission (EEOC).

**Websites**

EEOC: <http://www.eeoc.gov>

### **8001.3 – NEPOTISM**

The basic criteria for appointment and promotion of all staff will be appropriate qualifications and performance. Relationships by family, marriage, or partnership will constitute neither an advantage nor a deterrent to appointment in the Charter School, provided the individual meets and fulfills the appropriate standards. It is not the intent of this policy to encourage the employment of relatives within the same unit, but rather to reemphasize that personnel selection will be based on job-related qualifications.

For purposes of this policy, "immediate family" or "relative" includes" spouse, registered domestic partner, child, stepchild, parent, stepparent, sibling, stepsibling, grandparent, grandchild, in-laws (parent, child, sibling), and any other individual residing in the employee's household (other than a tenant or boarder).

Members of the same immediate family whose qualifications rank each of them first for the positions under consideration may be employed (full-time or part-time), so long as neither family member is immediately responsible for the decision to hire, or for the supervision, direction, evaluation, or salary recommendation of the other. In such instances, all final decisions will be referred to the Board of Directors and to the Human Resources Department

In order to avoid conflicts of interest, favoritism, or the appearance of impropriety:

1. No employee shall be assigned to a position in which the employee would directly supervise, evaluate, or have direct influence over the hiring, promotion, discipline, or compensation of an immediate family member.
2. Employees must promptly disclose to Human Resources any familial or romantic relationship that may give rise to a conflict of interest or the appearance of a conflict of interest in employment decisions.
3. When such a relationship exists or arises during employment, the School may, in its discretion, reassign one or both employees, modify supervisory responsibilities, or take other appropriate action to eliminate the conflict or potential conflict.
4. Board members shall comply with applicable conflict-of-interest laws and Board bylaws when participating in employment decisions affecting relatives or close associates.