



Responsible Office: Office of Human Resources

**BOARD POLICY 4110
TALENT ACQUISITION**

PURPOSE

The Board of Trustees (Board) is committed to the recruitment and selection of a highly qualified workforce for the Washoe County School District (District). Through this Board Policy and any associated documents, the District shall establish the necessary criteria and procedures for the recruitment and selection of employees.

DEFINITIONS

1. "Talent Acquisition" is an ongoing strategy to identify and hire talent that will meet current and future organizational needs.

POLICY

1. Through its talent acquisition strategy, the District will:
 - a. Implement procedures consistent with current collective bargaining agreements and employee handbooks;
 - b. Identify and remove barriers to attracting and retaining a high performing workforce;
 - c. Seek the most qualified applicants for all vacant positions within the District to meet current and future workforce needs; and
 - d. Employ and maintain a qualified workforce.
2. The District's talent acquisition activities must be ethical, equitable, and consistent. To that end:
 - a. All procedures shall be in compliance with current federal and state laws, collective bargaining agreements, and employee handbooks;
 - b. Individuals participating in talent acquisition activities shall adhere to all District guidelines regarding conflicts of interest and the third degree of consanguinity or affinity and recuse themselves from participating if necessary; and

- c. No employee shall be assigned to a position under the direct supervision of a person related within the third degree of consanguinity or affinity without the approval of the Superintendent and the Board.
3. The District shall not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of an individual's actual or perceived race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, native language, age (against individuals forty (40) years of age or older), sexual orientation, gender identity or expression, genetic information, veteran or military status, political affiliation, marital status, disability, lawful use of any product when not at work, or opposing unlawful employment practices.
4. Leadership Team
 - a. The Superintendent shall notify the Board, in writing, regarding any reorganization, creation, or elimination of Leadership Team positions that report directly to the Superintendent. Such notification shall include the recommended compensation range or any compensation changes, when applicable.
 - b. The Superintendent shall notify the Board, in writing, regarding the contingent offer of employment of new Leadership Team members that report directly to the Superintendent.
 - i. This notification shall disclose to the Board:
 1. The selected candidate's qualifications (including professional experience and licensure applicable to the position);
 2. Any familial, personal, or other relationships the selected candidate has with the Superintendent, other Leadership Team members, or Trustees;
 3. All current or former business or property interests the candidate has or had with the District; and
 4. Outside employment or business the selected candidate intends to continue to perform during the course of their employment with the District.
 - ii. In the event that two or more Trustees have concern(s) that may arise under NRS 281A, character, alleged misconduct, or professional competence about the contingent offer of employment to a Leadership Team member based on the Superintendent's

notification, a request from the Trustees may be made to review the offer of employment as an agenda item at the next possible meeting of the Board and the individual must be noticed in accordance with state law (Nevada Revised Statutes (NRS) Chapter 241).

1. A Trustee's request to review the contingent offer of employment as an agenda item must be made by at least two Trustees to the Board President and Superintendent within five business days from the Superintendent's notification of contingent offer of employment. If there is no Trustees' request to review within five business days, the Superintendent may offer employment to the candidate.
- c. The Superintendent shall notify the Board, in writing, regarding the termination of employment or severance of any Leadership Team member with or without cause. Such notification must occur five business days before terminating or severing the Leadership Team member.
 - i. If two or more Trustees disagree with the proposed termination or severance of a Leadership Team member, at least two Trustees may make a request to meet with the Superintendent and the Board President to review the Superintendent's reason for the decision including impacts to the District.
 - ii. If at least two Trustees, after the meeting, remain concerned with the Superintendent's decision, at least two Trustees may request an agenda item to the Board President, who must place the item on the next Board agenda for action by the Board to affirm or deny the Superintendent's decision.
 - iii. A Leadership Team member cannot be terminated or severed until this process is completed.
5. This Board Policy contains general statements of policy, but not detailed procedural guidelines, and does not constitute a contract of any kind, expressed or implied.

LEGAL REFERENCES AND ASSOCIATED DOCUMENTS

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 4400, Equal Opportunity in Employment; and

- b. Board Policy 4505, Standards of Professional Conduct.
- 2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. Chapter 391, Personnel.
- 3. This policy complies with federal laws and regulations, to include:
 - a. Fair Labor Standards Act.

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
10/27/1992	2.0	Revised
7/14/1998	3.0	Revised
4/14/2015	4.0	Revised: Title Changed from Recruitment and Selection of Personnel; includes deleted policies: 4112, 4120, Temporary and Part-Time Personnel, 4122, Substitute Teachers; 4123, Student Teachers; and 4124, Part-Time Teachers
3/10/2020	5.0	Revised: renamed from Talent Acquisition and Selection of Personnel; merged with deleted Board Policy 4105, Employment Practices; revised to include language related to the District's talent acquisition strategy.
09/14/2021	6.0	Revised: Update formatting per BP 9070, clarified language related to Superintendent.
01/09/2024	7.0	Revised: update to meet the goals of balanced governance and to meet Board's direction related to Board policies.
04/09/2024	8.0	Revised: updated Section 4 to require two Trustees to place the hiring or separation of certain leadership team members on the agenda.