



Book	Policy Manual
Section	Series 4000 Instructional and Support Personnel
Title	RECRUITMENT, SELECTION AND HIRING
Number	4111
Status	Second Reading
Adopted	November 20, 2008
Last Revised	December 17, 2015
Last Reviewed	December 14, 2017

BRICK TOWNSHIP BOARD OF EDUCATION Policy

X	Monitored
X	Mandated
X	Other Reasons

RECRUITMENT, SELECTION AND HIRING

The Brick Township Board of Education guarantees equal employment, advancement opportunity and equal pay for equal work for all people regardless of race, creed, color, national origin, nationality, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, pregnancy or other conditions not related to the duties and responsibilities of the job.

The board believes that the quality of the professional staff in large part determines the quality of the education offered district students. Therefore, the superintendent shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district students. Recruiting practices shall include measures for targeting underrepresented populations in every category of employment.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The superintendent shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

In accordance with the Every Student Succeeds Act, all teachers hired by the board for programs in the district supported with Title 1, part A funds shall meet the State certification and licensure requirements. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall possess the appropriate certification including having a bachelor's degree from an accredited institution of higher learning and:

- Complete an undergraduate major in the appropriate subject area.

The superintendent or his or her designee shall ensure that the district's employment application process and pre-employment inquiry and interview process conform to the guidelines of the New Jersey Division on Civil Rights and the Law Against Discrimination.

It shall be the duty of the superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the successful completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The superintendent shall take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For superintendent candidates, the board shall take similar steps. Documents shall not be accepted from non-accredited institutions or any fraudulent source. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited institution, the board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The superintendent shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, nationality, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, pregnancy or other conditions not related to the duties and responsibilities of the job.

The superintendent shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The superintendent in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the superintendent. Should a nominee be rejected, it shall be the duty of the superintendent to make other nominations.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to [N.J.S.A. 52:14-7\(d\)](#);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy. However, if he/she has had a break in public service for a period of time greater than seven days this exemption shall not apply;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy. However, if he/she has had a break in public service for a period of time greater than seven days this exemption shall not apply;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service;
- E. An employee may request an exemption made to the State committee formed under [N.J.S.A. 52:14-7](#) on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a

majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal

- [N.J.S.A. 10 5-1 et seq: Law Against Discrimination](#)
- [N.J.S.A. 10 5-3: Findings, declarations](#)
- [N.J.S.A. 18A 3-15.1: Deceptive diploma practices](#)
- [N.J.S.A. 18A 6-5: Inquiry as to religion and religious tests prohibited](#)
- [N.J.S.A. 18A 6-6: No sex discrimination](#)
- [N.J.S.A. 18A 6-7.1: Criminal record check in public school employment, volunteer service](#)
- [N.J.S.A. 18A 6-7.5: Fine for noncompliance](#)
- [N.J.S.A. 18A 11-1: General mandatory powers and duties](#)
- [N.J.S.A. 18A 13-40: General powers and duties of board of newly created regional districts](#)
- [N.J.S.A. 18A 16-1: Officers and employees in general](#)
- [N.J.S.A. 18A 26-1: Citizenship requirement for teachers, exceptions](#)
- [N.J.S.A. 18A 26-1.1: Residence requirements prohibited](#)
- [N.J.S.A. 18A 26-2: Certificates required; exception](#)
- [N.J.S.A. 18A 27-1: Appointment of teaching staff members; vote required](#)
- [N.J.S.A. 18A 27-4.1: Board of Education, procedure for certain personnel actions; recommendation of chief school administrator](#)
- [N.J.S.A. 18A 54-20: Powers of board](#)
- [N.J.S.A. 26 8A-1 et seq: Domestic Partnership Act](#)
- [N.J.S.A. 52 14-7: Residency requirement for State officers, employees; exceptions.](#)
- [N.J.A.C. 6A 7.1-1 et seq. Managing for Equality and Equity in Education](#)
- [N.J.A.C. 6A 7-1.4 Responsibilities of the district board of education](#)
- [N.J.A.C. 6A 7-1.5 Affirmative action officer](#)
- [N.J.A.C. 6A 7-1.6 Professional development](#)
- [N.J.A.C. 6A 7-1.8 Equality in employment and contract practices](#)
- [N.J.A.C. 6A 9B-5.8 Minimum degree and age requirement](#)
- [N.J.A.C. 6A 9B-6.1 Validation of college degrees and college professional preparation](#)
- [N.J.A.C. 6A 9B-8.1 Instructional certificate](#)
- [N.J.A.C. 6A 9B-10.1 General provisions](#)
- [N.J.A.C. 6A 9B-11.1 General provisions](#)
- [N.J.A.C. 6A 9B-12.1 et seq. Requirements for Administrative Certification](#)
- [N.J.A.C. 6A 10-1.1 Purpose and scope](#)
- [N.J.A.C. 6A 30-1.1 Purpose and scope](#)
- [N.J.A.C. 6A 32-4.1 Employment of teaching staff](#)
- [N.J.A.C. 6A 33-5.1 Standards for determining seniority](#)

N.J.A.C. 6A 52-5.1 Standards for determining seniority

20 U.S.C. 6301 et seq Every Student Succeeds Act (Formerly NCLB)

29 U.S.C. 794 et seq Rehabilitation Act of 1973

42 U.S.C. 12101 et seq Americans with Disabilities Act

42 U.S.C. 2000e et seq Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

8 U.S.C. 1100 et seq Immigration Reform and Control Act of 1986

Old Bridge Education Association v. Old Bridge Township Bd. of Ed

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Comprehensive Equity Plan, New Jersey State Department of Education

Last Modified by Sandra Beyer on December 22, 2017