

HIRING PROCESS

I. Procedure

A. Authority

1. The Human Resource Director has the primary responsibility for all hiring processes.
2. Initial, renewal, and promotional employment of all personnel shall be approved by the WDT President and ratified by the governing board. All hires are subject to accountability to the President through the line management channels.
3. The President has the authority and discretion to voluntarily or involuntarily move employees based on organizational structure needs and circumstances.

B. Process

1. WDT is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from, participation in, denial of, benefits of, or subjection of any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, sexual orientation, genetic information, citizenship, political affiliation, mental and/or physical challenge, disability, gender identity, status as a veteran, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law in the hiring process.
2. Posted positions will be advertised internally, externally, or both.
3. WDT will encourage applications from all qualified individuals for posted positions.
4. Interviews are conducted as appropriate.
5. It is the responsibility of all employees involved in selecting new hires to make decisions on employment matters in accordance with WDT policies and procedures, state laws, and federal laws.
6. All job offers are conditional and become finalized based upon the candidate's ability to successfully satisfy the background check, applicable certification, and employment requirements, including reference checks.

II. Definitions – None