

**EMPLOYMENT CONTRACTS ISSUED BY THE SUPERINTENDENT DURING  
THE MANDATED SCHOOL CLOSURE**

**Policy Reference:** OE-4

**Operational Expectations Personnel Administration**

**Background Information:**

The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of District employees in a manner necessary to enable the organization to achieve its Results policies. Historically, to ensure the continuity of operations for Human Resources to proceed with hiring employees over the summer months during periods that the Board does not meet, the Board has granted the Superintendent the authority to issue contracts to employees with the Board ratifying these contracts at a later date. Given the uncertainty of the impact that the COVID-19 virus may have on HCS operations, this request is being submitted as a proactive measure.

**Purpose:**

To allow employment contracts to be issued by the Superintendent to qualified candidates during the mandated school closure.

**For additional information:**

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**Recommended Action:**

To allow employment contracts to be issued by the Superintendent during mandated school closure to qualified candidates.

**Estimated Project Cost:**

Recurring ☐ Non-recurring ☒

Funding Sources: None