Eastern Suffolk **BOCES** Educational Services That Transform Lives **First Supervisory District of Suffolk County** **201 Sunrise Highway** **Patchogue, New York 11772**	# Board # Policy **Recruitment, Selection, and** **Appointment of Employees**

The Board encourages recruitment of highly qualified employees with a wide variety of educational, cultural, ethnic, and other backgrounds reflecting the heterogeneous and diverse society in which we are preparing students to engage. It is the policy of the Board to employ the individual best qualified.

It shall be the duty of the District Superintendent, Chief Operating Officer, or designee to see that persons recommended for employment meet all qualifications established by law, or by the Board, for the position for which recommendation is made.

Former students of Eastern Suffolk BOCES are welcome additions to the staff. As such, former students who apply for posted positions and meet the minimum qualifications of the posting will be granted an invitation to interview for said position.

Assignments of personnel shall be at the direction of the District Superintendent, Chief Operating Officer, or designee. Upon employment, the Department of Human Resources shall be responsible for familiarizing the new employees with Board policies and administrative plans of ESBOCES.

Instructional and non-instructional employees shall be appointed by the Board upon the recommendation of the District Superintendent, Chief Operating Officer, or designee.

Certified Personnel

Appointment of all professional employees shall be in accordance with §3014 of NYS Education Law and in accordance with rules and regulations established by the New York State Commissioner of Education.

Civil Service Employees

Appointment of all non-instructional employees is subject to the regulations of the Suffolk County Civil Service Commission.

References:
- NYS Civil Service Law §63
- NYS Education Law §3014
- Administrative Regulation 5150R.1 – Recruitment, Selection, and Appointment of Employees

First Adopted: 7/1/03
Readopted: 7/11/07
Readopted: 4/28/11
Adopted as revised: 10/16/2019