



# UTAH COUNTY ACADEMY OF SCIENCES POLICIES AND PROCEDURES

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**SECTION:** G – Personnel  
**POLICY TITLE:** Employee Hiring Practices  
**FILE NO.:** GF  
**DATED:** October 2018

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### **1. PURPOSE AND PHILOSOPHY**

The Board of Trustees (the Board) has the legal responsibility of approving the employment of all employees. The Board assigns an administrator during the process of recruiting and hiring staff members (see Policy CA). In carrying out this responsibility, the administrator will involve other staff members as needed. All personnel selected for employment must be recommended by the administrator during and approved by the Board of Trustees.

### **2. HIRING PRACTICES**

- 2.1. There will be no discrimination in the hiring process due to sex, creed, race, color, national origin, age, or disability.
- 2.2. UCAS will refuse to hire a job applicant who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee. UCAS employees who marry one another during their employment will be allowed to remain with the company unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.
- 2.3. Candidates for teaching positions must provide evidence of meeting the state requirements for regular certification status and must be able to meet the definition of “highly qualified”. Mountainland Technology (MTECH) and/or Utah Valley University (UVU) instructors teaching at the Utah County Academy of Sciences (UCAS) or teaching MTECH and/or UVU classes to UCAS students on campus will be determined qualified by MTECH and/or UVU and not UCAS.
- 2.4. Should the Board of Trustees not approve the employment of a candidate being recommended by the administrator, it shall be the duty of the administrator during to make other recommendations.
- 2.5. Teachers who have previous teaching experience will be given credit for all previous years to a maximum of ten (10) years providing there is a written letter of positive recommendation from their most recent educational employer. Teachers who have retired from the Utah State Retirement System will be given a maximum of ten (10) years of experience on the salary schedule.
- 2.6. Employees who are hired by UCAS may qualify for federal student loan forgiveness. UCAS will follow the criteria set forth in Utah Code § 32-54-202 et. seq. to educate employees on the federal student loan forgiveness program.

### 3. EXCEPTIONS

- 3.1. At the discretion of the UCAS Board, an exception is granted for special circumstances, including, but not limited to, critical needs, expertise, and licensure.
  - 3.2. The Board of Trustees retains the right to make any waiver of this procedure which it finds necessary or desirable for the effective operation of the School.
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#### **EXHIBITS**

None

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#### **REFERENCES**

UTAH CODE ANN. § 32-54-202, et seq.  
UTAH CODE ANN. § 53G-11-101, et seq.  
UTAH CODE ANN. § 53E-10-301  
UTAH CODE ANN. § 53E-10-302  
UTAH CODE ANN. § 53E-10-305  
UTAH CODE ANN. § 53E-10-307

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#### **FORMS**

None

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#### **HISTORY**

Revised – April 21, 2020  
Revised – December 2017  
Revised – January 16, 2017

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