



HIRING POLICY

Purpose

The purpose of this policy is to define the decision-making process and authority involved in the hiring of employees at Bonneville Academy. Bonneville Academy is committed to hiring qualified individuals to contribute to the school's overall success.

Policy

The Board of Directors shall make all decisions regarding the hiring of the School Director, in accordance with Utah Code §53G-5-406. All other employees shall be hired by the School Director, who may delegate this authority as needed. The School Director may create new positions within the school, provided the expense is accounted for in the approved budget. The Director is encouraged to inform the Board when new positions are created or individuals hired.

Hiring Process

1. Open positions will be posted for a minimum of five (5) days or until filled, either internally, externally, or both.
2. Interviews will be conducted using standardized questions appropriate to the position. When feasible, an interview panel will be selected by the School Director. The necessity of a panel is determined by the level of the position.
3. References will be checked prior to extending any offer of employment.
4. All offers of employment are contingent upon successful completion of a fingerprint-based background check through the Bureau of Criminal Identification (BCI) and FBI, as required under Utah Code §53G-11-402 and USBE Rule R277-516.
5. If the candidate previously worked for Bonneville Academy or if the background check is not cleared, the School Director must consult with the Executive Committee of the Board before proceeding.
6. An Orientation Checklist will be followed to ensure all forms and documentation are completed upon hire.
7. If a sitting member of the Board of Directors wishes to apply for employment, they must resign from the Board prior to applying, to avoid any appearance of preferential treatment.





BONNEVILLE ACADEMY

K-8 STEM School

Approved: 07/22/2025

Equal Employment Opportunity

Bonneville Academy is an equal opportunity employer. Employment decisions are made without regard to race, color, national origin, sex, disability, age, religion, or any other classification protected under state or federal law, in accordance with USBE Rule R277-112.

Employment Status

All employment with Bonneville Academy is 'at-will,' regardless of any representations made during the hiring process. All offers of employment are conditional until all position requirements are met.

Recordkeeping

All hiring records, including applications, interview notes, background check documentation, and final hiring decisions, shall be retained in accordance with the school's records retention policy. Finalized hiring documents shall be placed in the employee's personnel file.

Approved by the Board of Directors on: _____

Signature: _____
Chair, Bonneville Academy Board of Directors



800 W Montauk Lane
Stansbury Park, UT
www.bonnevilleacademy.org



info@bonnevilleacademy.org



(435)315-2080