
PROCEDURE FOR TESTING BILINGUAL
APPLICANTS/CANDIDATES (HRO-P004)
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.0 Certificated and Classified Employees

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.0 Assistant Superintendent of Human Resources or Human Resources Director

3.0 APPROVAL AUTHORITY:

- 3.0 Assistant Superintendent of Human Resources or Human Resources Director

4.0 PROCEDURE:

- 4.0 A position in the Wenatchee School District is identified as being bilingual required or bilingual preferred.
 - 4.1 If a position is bilingual required applicants may be referred to Special Programs for testing as part of the application process.
 - 4.2 If the position is bilingual preferred an employee may be referred to Special Programs for testing in order to receive the bilingual stipend.
 - 4.3 Human Resources will provide applicant/employee notice that the employee needs to contact Special Programs to set up a time to take a test. A Request for Test form is sent from Human Resources to Special Programs.
 - 4.4 Special Programs schedules a time to administer the test to either the applicant or employee.
 - 4.5 The test is given and scored by Special Programs.
 - 4.6 Special Programs forwards the score sheets to Human Resources.
 - 4.6.1 If it is an applicant, the score sheets are put in the applicant's file and forwarded to the Principal/Director who requested the testing.
 - 4.6.2 If a classified employee passes the test, Human Resources completes a payroll action form.
 - 4.6.3 If the applicant/employee fails to pass the test, the test may be rescheduled and taken one more time during that school year. Applicants/employees may take the bilingual test a maximum of twice per school year.

5.0 ASSOCIATED DOCUMENTS:

- 5.0 Request for Test Form (HRO-F004)

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6.0 RECORD RETENTION TABLE:

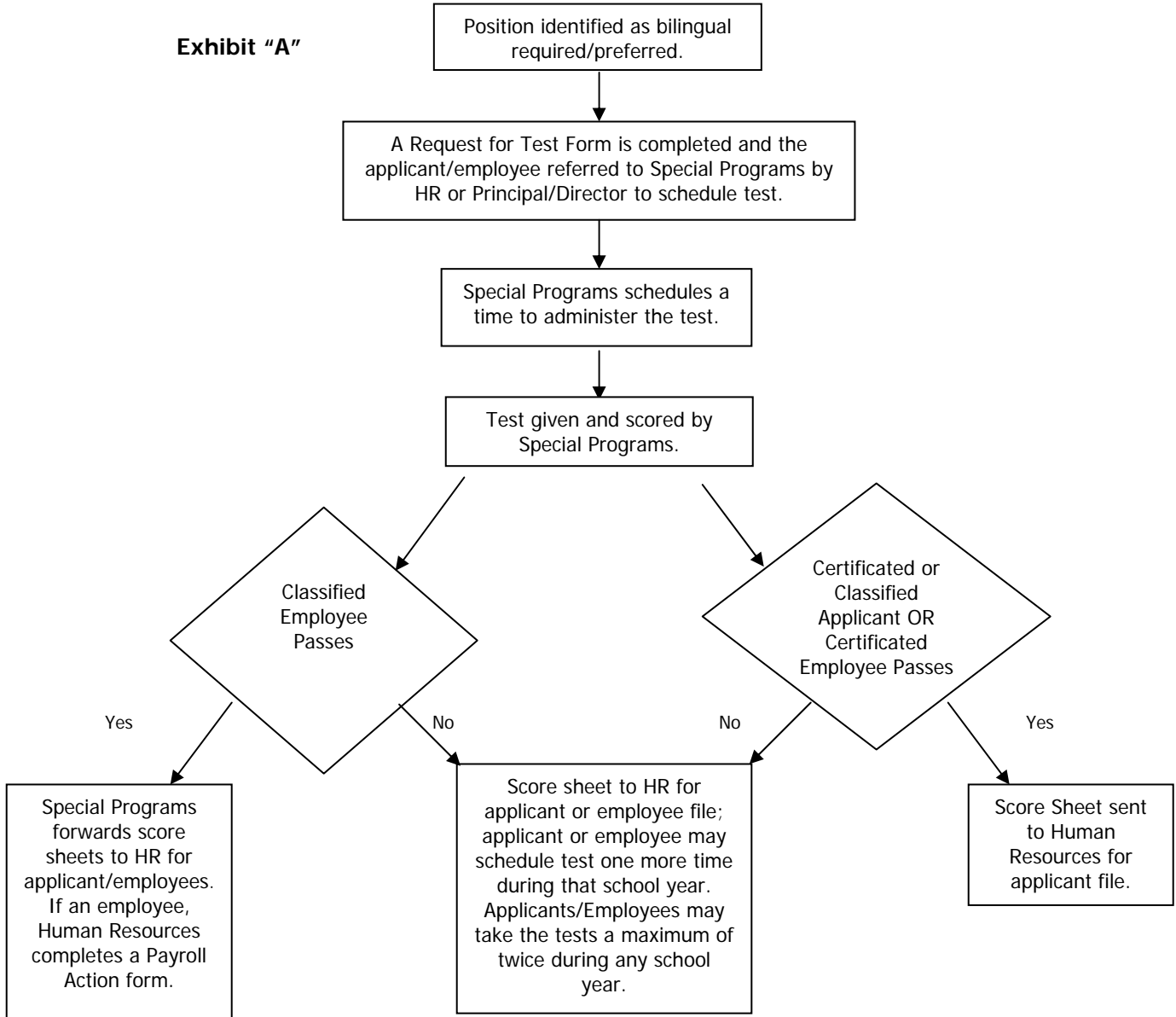
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bilingual Test	HR Office	2 years if applicant	Shred	NA
Bilingual Test	HR Office	Permanently if employee	NA	NA

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
29-Jan-02	A	Original Release
02-Dec-02	B	Updated job title: Executive Director to Assistant Superintendent
29-Nov-04	C	Added HR Director as alternative to Approval Authority
14-Dec-05	D	Revised 4.3 to revise notification step; simplified 4.6.2
02-Jan-07	E	Added HR Director to Responsibility; inserted "classified" into 4.6.2; revised flowchart

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Exhibit "A"



* * End of procedure * *