

EMPLOYMENT OF CLASSIFIED PERSONNEL

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent or designee and such others as he/she shall designate. All applicants must meet civil service eligibility where required by law.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person employed in the District, when not covered by the terms of a negotiated agreement.

The District staff will process all applications for employment in the manner specified hereinafter. All applications for classified employment shall be referred to the Superintendent or his/her designee and, as appropriate to the Treasurer.

Relatives (father, mother, brother, or sister) of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on their employment.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of classified employees prior to approval by the Board is authorized when their employment is required to maintain continuity in the District. Retroactive employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall recommend candidates who in his/her judgment, and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they will fill.

The administration shall seek candidates for employment who possess the following attributes:

- A. Good character;
- B. Appreciation of children;
- C. Good health and physical efficiency; and
- D. Emotional and mental maturity.

The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he/she is being considered.

The administration should seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

The Superintendent (or his/her designee) shall conduct a criminal background check on each candidate recommended for employment. Checks on other candidates may be made at the discretion of the Superintendent, or his/her designee. In either case, prior notification shall be made.