

### **EMPLOYMENT OF CLASSIFIED PERSONNEL**

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified classified staff members, will assist the district in achieving the operational goals set by the Board. The district employs only U.S. citizens and others lawfully authorized to work in the United States.

The Board reserves the right to:

- A. Create new positions;
- B. Specify the number of persons to be employed within each job category; and
- C. Set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent or designee. The Superintendent shall post notices of job openings and select from among all qualified applicants as appropriate. In addition, other available channels of communication may be used. Candidates should be considered among other things, based on the characteristics of the community and the school district.

Classified employees may be employed prior to approval by the Board. However, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines it is in the best interest of the district. However, the employee's employment shall be recommended to the Board at the next meeting.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which he/she is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application, and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position.

Any classified staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

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.

Candidates must be interviewed by the Superintendent or designee before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.

The Superintendent (or his/her designee) shall run 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.