HIRING EMPLOYEES

PURPOSE: To establish guidelines for the recommendation of hiring employees.

All nominations for positions, except that of the Superintendent of Schools, will be made to the Board in writing, by the Superintendent or designee. The District may employ personnel on a part-time, substitute and/or temporary basis as needed. Each nomination will be made with reference to a position and a salary, based on the job description and job classification to which the nomination is being made. The first day of employment for new hire personnel will not occur until the day immediately following final board approval. New hire personnel will be required to complete a criminal background check, and drug screening and obtain State Department of Education Certification (if position requires) prior to the first day of employment.

Limited exceptions to this policy may be granted by the Superintendent or designee when there is an absolute critical need to fill the vacant position; however under no circumstances will the requirements of criminal background check, drug screening or State Certification be waived.

Adopted: February 1999
Revised: March 2015