

HIRING ADMINISTRATIVE STAFF: CONDITIONAL OFFERS OF EMPLOYMENT

221.1-Admin
Rule

Waukegan Community School District

Page 1 of 2

This rule applies to the hiring of persons for District positions for which the employee and the Board of Education will execute an administrator contract under section 118.24 of the state statutes, except for the position of Superintendent. This rule also applies to managerial-level positions in the District for which the employee does not hold an administrator contract under section 118.24.

Unless inapplicable to the specific position or unless fully satisfied prior to the point at which an offer of employment is made, offers of employment made to candidates for positions covered by this rule shall be made expressly contingent on the following:

1. Verification of current licensure or verification of other pre-licensure status (e.g. provisional licensure) that is acceptable to the District and that is sufficient for the position in question under the rules and guidelines of the Department of Public Instruction;*
2. Completion of all applicable criminal, professional, and personal background checks, with results that the Superintendent or Director of Human Resources, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment;*
3. Completion of any required health examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
4. The candidate providing evidence acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if not released, would prevent the Board from contracting with the candidate; and
5. The Board's wholly discretionary post-recommendation approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

** The preferred practice is for the District to verify a candidate's licensure status and to conduct and initially review the results of applicable background checks prior to extending any offer of employment to a candidate for a position covered by this rule.*

Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, the District shall not execute any employment contract with any individual until all outstanding contingencies have been satisfied, unless any outstanding contingency has been adequately incorporated into the individual's contract such that the contract is either voidable or can be terminated at the discretion of the District if the contingency is not satisfied on a timely basis.

Adoption and Revision Dates:

02/14/2022

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Page **2** of **2**

WASB PRG 221.1 Sample Rule 1