

**CLASSIFIED STAFF HIRING**

The Board of Education shall engage the services of support staff personnel on the basis of qualifications necessary for successful performance in the specific positions under consideration. Experience of applicants shall be considered only in cases where such experience is directly in keeping with the requirements of the positions.

The superintendent is delegated the responsibility for the recruitment, employment, assignment, and termination of all support staff personnel, and for the management of the required record keeping to perform personnel functions. The superintendent may include other staff members in the selection process and/or delegate portions of the selection process to other administrators.

The superintendent shall provide the Board with a list of new support staff personnel annually for their approval and inform the Board of any changes in staff periodically throughout the year. The superintendent can only hire or assign individuals to positions that have been approved and budgeted by the Board.

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. A personal interview will be required for all personnel who are employed by the District.

Criteria for hiring include qualifications, previous work experience, previous evaluations in the District or elsewhere, and ability to perform the essential job functions.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

As required by federal law, each prospective employee must verify their employment eligibility, and attest under penalty of perjury that the documents he/she has presented (e.g. U.S. Passport, birth certificate, social security card, driver's license) are genuine and relate to him/her. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

Employers are required to retain a Form I-9 for each employee during the period beginning on the date of hiring and ending three years after the date of such hiring or one year after the date the individual's employment is terminated, whichever is later.

Legal Ref.: Immigration Reform and Control Act of 1986 (IRCA)  
111.31-111.395  
Americans with Disabilities Act of 1990

Cross. Ref.: Current Employee Agreements  
511, Equal Opportunity Employment  
524.1, Staff Conflicts of Interest  
542, Support Staff Employment  
773, Data Management

Adopted: 11/8/82

Revised: 9/14/87  
1/15/90  
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Waunakee Community School District