

Board of Trustees

Douglas County School District CLASSIFIED STAFF

EMPLOYMENT OF CLASSIFIED STAFF

The Board recognizes that it is vital to the successful operation of the District that all positions created by the Board be filled with qualified and competent personnel. The Board shall approve the employment, fix the compensation, and establish the term of employment for each person employed by this District. Such approval shall be given only to those candidates for employment recommended by the Superintendent. Employment prior to approval by the Board is authorized when such employment is required to maintain continuity of services to the District. Retroactive employment shall be recommended to the Board at the next meeting.

The District will comply with all applicable state and federal laws and base all hiring decisions on individual qualifications and needs of the District. All District employees shall be selected based on merit. The candidate's merit will be determined by an evaluation of the candidate's experience, performance, employment background, maturity, and potential for maintaining and improving service to the District. All applicants shall receive full consideration without discrimination of race, religion, gender, sexual orientation, disability, national origin, ancestry, color, creed, or age.

The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which she/he is being considered. 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 Superintendent shall be responsible for the selection and recommendation for employment of all employees in the Douglas County School District. The Board may disapprove any recommendation made by the Superintendent. The process of staff selection shall be free from pressures considered detrimental to the best conduct of the public schools and shall judge each candidate's qualifications by pertinent standards. The Superintendent may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he is being considered. 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.

When recruiting for classified staff, every effort will be made to encourage applicants from diverse backgrounds while promoting the District's positive attributes. Diversity, in the context of hiring, means differences in age, experience/training, gender, cultural/ethnic background, and physical ability. However, final employment decisions shall be based upon the qualifications and merit of the applicant for the position.

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The Superintendent shall direct the Human Resources Department to ensure that all applicable employees meet the requirements of state law for "highly qualified" positions.

Each site shall be encouraged to put into practice a program to support new employees. Every effort will be made to foster the continued training and education of current employees who wish to pursue a career in teaching and/or administration by providing financial assistance through available grants.

Exit interviews will be conducted when classified employees leave the district. Data from these interviews will be shared with Board.

Except as provided in this policy, no individual acting as a trustee or as an employing authority for the School District may employ in any capacity any relative of such individual within the third degree of blood relationship or of marriage and/or affinity.

Employing authority as defined in this policy shall mean the Superintendent, and the Assistant Superintendent for Human Resources at all times. It shall further be defined to include all classified supervisors and school administrators when the position to be filled is within a department or school under their direct or indirect authority or supervision.

However, such individual may rehire any employee so related whose employment began prior to such individual's appointment as a trustee or employing authority. The District will, nevertheless, disallow situations wherein one relative so related is in a supervisory role over another.

This policy does not apply [as provided in NRS 281.210(2) (a)] when the school employee so related is not related to more than one of the trustees or person who is an employing authority and shall receive a unanimous vote of all members of the Board of Trustees and approval by the Nevada Department of Education.

The Superintendent shall prepare administrative regulations to ensure that the hiring of classified staff is fair to all applicants.

[See Administrative Regulation related to this Policy](#)

Reference: NRS 281.210, 391.140

Date Adopted: 08/12/80
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