Code: **GC/GCA/ GCA1**
Adopted: June 24, 2006

GC. EMPLOYEES – CLASSIFIED

GCA. EMPLOYMENT/ASSIGNMENT/RESIGNATION

GCA1. Appointment of Classified Personnel

The Superintendent/designee shall employ classified employees necessary for the appropriate functioning of the District. The Superintendent/designee shall have full power and authority to assign employees, as needed, to positions in any location in the District.

The following criteria shall apply to the recruitment and selection process of all District personnel:

1. The District shall seek highly qualified and desirable applicants.
2. The District shall make selections for positions based solely on merit. Consistent with applicable federal, state, and local laws and regulations, eligibility for employment shall not be influenced by an applicant's race, religion, gender, sexual orientation, age, disability, national origin, ancestry, color, or veteran status.

   a. Condition of Employment

      As required in NRS 391.100, each applicant for employment must submit to the School District a full set of his/her fingerprints and written authorization for a criminal history report.

   b. Offers of Employment

      After a candidate has been selected for employment or promotion, the administrator or manager/supervisor will notify the Superintendent/designee who will extend an official written offer of employment or promotion and establish a starting date. The administrator or manager/supervisor may contact the selected candidate by telephone to determine whether s/he is still willing to accept employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered as an official job offer. As appropriate for the particular job, the District may make offers of employment contingent upon the results of a criminal background check, the applicant's passing certain additional tests, physical evaluations, and/or submitting other documentation of qualifications when such contingent conditions are relevant to the specific job.

   c. Disqualification for Hire

      If the District obtains documented information that a candidate selected for hire has been convicted of a felony involving physical violence or moral turpitude, that candidate will not be hired and the District will withdraw any contingent offer of employment. If the candidate has begun work, employment shall be terminated. The District will inform all applicants of this requirement.

   d. Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by the District, the District will conclude that the applicant has declined the position and remove the applicant from the eligible list.

NO ADMINISTRATIVE REGULATION

END OF POLICY

Legal Reference: NRS 391.10