

**EMERGENCY HIRING OF CLASSIFIED PERSONNEL**

Prior to receipt of the federal criminal history record, the new hire will not be permitted to have unsupervised contact with students.

The Yellowstone authorizes the Administrator to hire non-licensed personnel on a provisional basis in emergency situations prior to the completion of a criminal history record check provided that the Administrator has taken the following precautionary measures:

1. The applicant has completed and submitted all required application, authorization, and certification forms and provided references.
2. A criminal history record check has been initiated.
3. The Administrator has received and reviewed other applicable records, including but not limited to credit history and/or driving records.
4. The Administrator has reviewed the items listed in #1 and #3 in accordance with relevant policies and ruled that pending the successful completion of the criminal history record check the applicant is qualified for district employment.
5. The Administrator has selected the final applicant in accordance with applicable portions of district policy and applicable Veterans' Preference laws.
6. The applicant has been advised that s/he is an at-will employee and employment is subject to successful completion of a background check.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- DBAA, Recruitment, Hiring & Background Checks for Classified Personnel
- DBAC, Recruiting & Hiring Teachers
- DKBA, Separation of At-Will Employees

**End of Yellowstone Policy DBAB ..... Adopted: 9/18/2023**