

Title: Selection Process for Classified Employees

Selection for classified employees shall be based upon the merits of the candidates, without regard to race, color, national origin, sex, disability, age, religion, creed, sexual orientation, and gender identity.

In all cases, District procedures as outlined in the selection process will be followed. Merits of the candidates shall include and selection shall be based upon:

1. High school diploma or GED required unless otherwise specified by the job description;
2. Training, education, experience and skill as needed or required to perform the essential duties of the job;
3. Demonstrated competence in required skill areas;
4. Ability to meet physical requirements of the job or to perform the essential duties of the job with reasonable accommodation;
5. Stable work record and acceptable work-related references;
6. The possession of, or the ability to obtain, a state license or certification if one is required for the position and
7. Results of:
  - A criminal background check, including a check of the Iowa court information system;
  - A check of the National Sex Offender Registry, including a check of the Iowa Sex Offender Registry;
  - A check of Iowa and Nebraska Child Abuse Registry and Dependent Adult Abuse registries; and
  - Other applicable state registries when possible.

Name of and salaries to be paid to persons selected shall be presented to the Board for approval on the next monthly personnel action agenda report.

All of the District's non-contract staff members are employed "at will," which means either the District or the employee can terminate the employment relationship at any time for any reason or no reason.

Cross References:  
417, 418, EEO Non-Discrimination Language  
Documentation Chart

Legal References:  
Iowa Code, Chapters 216.6, 279.8,  
279.69, 280.14, Affirmative Action

Approved: Nov. 17, 1987      Reviewed: April 28, 2003

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