

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best-qualified personnel to implement and fulfill the goals and policies of Plattsmouth Community Schools. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

All salaried personnel applying for employment shall be recommended for hiring by the Superintendent with the final approval by the Board of Education, prior to hiring. Final approval must be made by formal motion of the Board of Education. Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

Prior to starting employment, all employees must complete and submit the District's (including Cass County Head Start) background check form and child abuse registry check form. If the background check and child abuse registry check results do not contain information that would put students and staff in a potentially unsafe environment or would not impact the employee's responsibility to be a role model for students, staff, and patrons of the District, the employee may be cleared for employment. Items that could prevent a candidate from being approved to work in the District may include, but are not necessarily limited to:

- a. a record of drug possession or distribution,
- b. a record of drug or alcohol abuse,
- c. a record of physical abuse,
- d. a record of sexual abuse,
- e. neglect of a minor,
- f. endangerment of a minor,
- g. sexual misconduct,
- h. a record of child pornography,
- i. or other items that are related to the ability of an employee to perform the duties of specific positions.

Candidates shall not start employment, until results are received and reviewed by an administrator and/or the business manager. Annual training regarding routing and documentation procedures for criminal background and child abuse registry forms and information will take place in the month of April each year for business, human resources, and data entry staff.

For Head Start employee, a file audit will be completed in October of each year to verify that background check information is documented in ChildPlus. Results will be provided to the Head Start Director, Superintendent, and Policy Council.

Probationary period: All newly hired, contracted employees will be considered probationary for A period of 90 calendar days, excluding breaks and summer vacation for employees that do not Work twelve months. On approximately the 90th day, if not sooner, the employee's supervisor

will complete a performance review to identify strengths, areas in need of improvement, a related improvement plan, and determine whether or not it is in the best interest of the District to continue employment.

Reference 79-501

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