

Personnel

Section A - Introduction

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policies. The Superintendent or designee is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another candidate if the position at issue still needs to be filled (105 ILCS 5/10-16.7).

No individual who has been convicted of a criminal offense listed in (105 ILCS 5/21B-80(c)) will be employed. All applicants must complete a District application in order to be considered for employment (105 ILCS 5/22-6.5).

Section B - Job Description

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration (105 ILCS 5/10-16.7).

The Superintendent or designee shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict between such provision and a job description (105 ILCS 5/24-12(b)).

Section C - Pre-employment Checks

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law (105 ILCS 5/10-21.9). When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed (105 ILCS 5/10-21.9). The Superintendent or designee shall notify an applicant if the applicant is identified in either database. Consistent with the State Code the Board President is required to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database (105 ILCS 5/10-21.9(b), 105 ILCS 5/21B-10) and/or the Teachers's Retirement System of the State of Illinois when required (105 ILCS 5/10-21.9(b), 105 ILCS 5/21B-85).

The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law, Immigration Reform and Control Act (8 U.S.C. §1324a *et seq*).

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 105 ILCS 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the

Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider the status of that finding as a condition of employment (105 ILCS 5/10-21.9(c) and (g)).

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position (820 ILCS 70/10).
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act (820 ILCS 55/10(a)).
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites (820 ILCS 55/10(b)). Nothing contained herein shall preclude the District from conducting background checks, including but not limited to social networking sites, public records, information in the public domain, contacting personal references, previous employers, or others who may have information which may be material to the evaluation of the candidate for employment.
4. The District provides equal employment opportunities to all persons. See Board Policy 5:11, Equal Employment Opportunity and Minority Recruitment
5. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria (820 ILCS 112/10(b-5)).
6. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation 820 ILCS 112/10(b-5).
7. The District does not request or require an applicant to disclose wage or salary history as a condition of employment (820 ILCS 112/10(b-5)).
8. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation (820 ILCS 112/10(b-10)).

Section D - Sexual Misconduct Related Employment History Review (EHR) (105 ILCS 5/22-04

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Section E - Physical Examinations (105 ILCS 5/24-5)

New employees must furnish evidence of physical fitness to perform assigned duties. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have additional examinations if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination. All physical fitness examinations must be performed by a health professional as classified in 105 ILCS 5.24-5.

Section F - Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board Policy 5:90 - Abused and Neglected Child Reporting.

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