

## **APPOINTMENT OF NON-LICENSED PERSONNEL**

The Superintendent or designee shall employ classified employees necessary for the appropriate functioning of the District. The Superintendent or designee shall have full power and authority to assign, transfer or reassign 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, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, victims of domestic violence or sexual assault, or any other class that becomes protected by federal and/or state law.
3. The District will follow the steps outlined in LCSD Board Policy GB: Employment and Compensation administrative regulations, subsection "*Acquiring and Providing Employment References*". In addition, each applicant for employment or appointment in a classified position who is likely to have unsupervised or regular contact with students must, before beginning employment and at least once every five years thereafter, submit to the District:
  - A full set of fingerprints and written permission authorizing the District to forward the fingerprints to the Central Repository for Nevada Records of Criminal History and for the Federal Bureau of Investigation for its report on the criminal history of the applicant/employee; and
  - Written authorization for the District to obtain any information concerning the applicant/employee that may be available from the Statewide Central Registry and any equivalent registry maintained by a governmental entity in a jurisdiction in which the applicant/employee has resided within the immediately preceding five years.
4. The District will cooperate with any appropriate law enforcement agency to obtain information relating to the criminal history of the applicant/employee including, without limitation, any record of warrants for the arrest of or applications for protective orders against the applicant/employee.
5. The District will use a substantiated report of the abuse or neglect of a child, sexual conduct with a student, luring or corporal punishment obtained from the Statewide Central Registry or an equivalent registry maintained by a governmental agency in another jurisdiction. When making a determination concerning assignments, requiring retraining, imposing discipline, hiring or termination, and in any proceedings to which the report is relevant, including, without limitation, an action for trespass or a restraining order.
6. Offers of Employment

After an applicant has been selected for employment or promotion, the administrator or manager/supervisor will notify the Superintendent or designee who will extend “formal job offer letter” once all applicable non-medical and medical checks and exams have been passed; this letter will include the terms and conditions of employment or promotion and establish a starting date once hiring paperwork (e.g. I-9, W-4, etc.) is completed.

Prior to notifications/letters being extended, the administrator or manager/supervisor may contact the applicant by telephone to determine whether there is continued interest in 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 a formal 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.

***NOTE:** All non-medical checks must be completed before the applicant is subject to medical exams.*

a. Equal Qualifications

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the district must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada and second to citizens of the State of Nevada.

b. 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 ended. The District will inform all applicants of this requirement.

c. 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.

d. Pre-employment Drug Screening for Safety-Sensitive Positions

The District may require successful applicants, for safety-sensitive positions (as identified by the District), to consent to a pre-employment screen test for drugs/prohibited substances and/or physical. The District will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment and that offers of employment are contingent upon a negative test result. The applicant may be asked to authorize the District, as a condition of employment, to conduct through

the District's designated laboratory testing facility, a screen test for drugs/prohibited substances. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

The District may direct applicants to an appropriate collection facility. The screen test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.

The District will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substance.

The District will not extend a formal job offer letter to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the District for a period of twelve (12) months. The District shall disqualify the applicant on the basis of failure to pass the applicable test(s).

Current employees in safety-sensitive positions may be required to consent to a pre-employment screen test for drugs/prohibited substances as listed above after a leave of absence before performing safety-sensitive duties.

**Reference:** NRS 281.060(2)

Policy #GC  
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***APPOINTMENT OF NON-LICENSED PERSONNEL - ADMINISTRATIVE  
REGULATIONS***

**LCSD Designated Safety-Sensitive Positions**

**Finance**

Warehouse Courier

**Operations and Facility Services**

Maintenance I

Maintenance II

Maintenance III

Maintenance IV

Project Facilitator

Supervisor

**Transportation**

Area Leads

Bus Driver

Bus Driver Trainer

Bus Driver Trainer Alternate

Mechanic

Mechanic Lead

Supervisor

Transportation Facilitator