

DCBE: Emergency Hiring of Classified Personnel

The Divide County School District authorizes the Superintendent 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 Superintendent 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 Superintendent has received and reviewed other applicable records, including but not limited to credit history and/or driving records;
4. The Superintendent has reviewed the items listed in #1 and #3 in accordance with policy DAB/DCB, Recruitment, Hiring, and Background Checks for Classified Personnel, and ruled that pending the completion of the criminal history record check, the applicant meets the District's employment criteria;
5. The applicant has been advised that s/he is an at-will employee and employment is subject to successful completion of a background check.

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

Cross Ref:	DAB Recruitment, Hiring, & Background Checks DCB Recruitment, Hiring, & Background Checks
Legal Ref:	NDCC 12-60-24 Criminal History Record Checks NDCC 12.1-20 Sexual Offender Presence Near Schools Prohibited NDCC 12.1-32-15 Offenders Against Children and Sexual Offenders NDCC Ch. 39-33 Driver and Motor Vehicle Record Privacy 2002-L-71 AG Opinion 42 USC 2000e et seq. Equal Employment Opportunity Commission 28 CFR 50.12(b) Exchange of FBI Identification Records

**Divide County
School District**

**POLICY ADOPTED: 11/13/2007
POLICY REAFFIRMED:
POLICY AMENDED:**