



Capital School District

Board of Education Policy

Section: Human Resources
Title: Non-Professional Personnel Employment
Policy #: 500-14
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide non-professional employees with employment policy.

EMPLOYMENT OF NON-PROFESSIONAL PERSONNEL

The authority for the appointment of all personnel rests with the Board of Education, in accordance with Title 14, Section 1049 of the Delaware Code. In the case of a vacancy in an authorized position, the Superintendent is authorized to fill the position on a temporary basis pending confirmation at the next regularly scheduled Board of Education meeting. If the Board of Education does not confirm the appointment, the employee will be paid for the days worked on a temporary basis.

RECRUITMENT OF NON-PROFESSIONAL EMPLOYEES

The human resources supervisor will serve as the primary recruitment official for all non-professional employees and is responsible to the administrator having a vacancy to provide an adequate number of qualified applicants to the administrator for his/her selection. The human resources supervisor will give whatever assistance is necessary to provide qualified applicants on a timely basis. Where there is a pressing need and the administrator determines that there are not a sufficient number of qualified applicants on file, he or she may request the human resources supervisor to advertise specifically for that vacancy.

The human resources supervisor will be responsible for maintaining and updating complete files on applicants and employed personnel. This is to include application, verification or references, verification of past employment, evaluations, health and other personnel information relevant to the employee. The human resources supervisor will take every possible step to assure that there are no falsifications on applications.

DISTRICT EQUAL OPPORTUNITY POLICY FOR NON-PROFESSIONAL EMPLOYEES

The Capital School District affirms its determination to prevent any discrimination based on the grounds of race, color, creed, national origin or sex in its recruitment, hiring, evaluation, promotion and termination (human resources) policies as they apply to all employee categories. The district encourages a philosophy that promotes equal opportunity for all applicants for positions and promotions within this district. All policies will be developed within existing legal guidelines and fair employment practices.

GENERAL CONDITIONS OF EMPLOYMENT

PROBATIONARY PERIOD

Employment of all district non-professional employees shall be probationary for a period of 90 days, or until the employee's ability to perform or not perform the job has been established. Prior to the conclusion of the probationary period, a written evaluation will be prepared by the employee's supervisor and forwarded to the human resources supervisor for inclusion in his/her personnel file. It will be the responsibility of the human resources supervisor that these evaluations be written and forwarded to his/her office before the expiration of the probationary period.

If the evaluation is satisfactory, the probationary employee becomes a permanent employee and two weeks written notice is required of the employer or employee in order to terminate employment.

NORMAL WORK SCHEDULE

The normal work schedule for all full-time employees of the Capital School District will be 7.5 hours per day for five (5) days a week. All other time shall be reimbursed in accordance with the Fair Labor Standards Act.

RESPONSIBILITY TO SUPERIORS

All non-professional personnel are directly responsible to his/her supervisor and/or designee.