

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 a “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)

***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

Recruitment, Selection, and Appointment of Non-Licensed Personnel

1. Recruitment and Selection Process

Recruitment and selection of non-licensed personnel to fill a vacant position shall be under the supervision of the Superintendent /designee.

Selection of non-licensed personnel shall comply with applicable federal, state, and local laws, and shall be based on merit. The District is an Equal Opportunity Employer and shall not discriminate against any applicant on the basis of protected class membership or the applicant's wage or salary history. Merit shall be determined by an evaluation of experience, educational attainment, and potential for maintaining and improving the level of services provided by the District. The District encourages applications from all qualified candidates.

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

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The District will offer reasonable accommodation to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the District. Any qualified applicant or employee with a disability who needs reasonable accommodation should notify the Executive Director Human Resources.

2. Recruitment

The Superintendent /designee shall be responsible for a wide distribution of position announcements for all anticipated vacancies. The position announcements shall be widely disseminated through a variety of mediums as deemed appropriate by the Superintendent/designee.

Recruitment for non-licensed positions will comply with the applicable CBA and LCSD Board Policy.

3. Applications

Employment application forms shall be available from the Lyon County School District website (<http://lyoncsd.org>). All letters of application, completed application forms, official transcripts, placement office credentials, and other required and relevant information are to be submitted to the Human Resources Department through the website. The Human Resources Department will acknowledge all applications and shall establish applicant files as necessary. Completed files of applicants will be retained for two (2) years from the year to which they pertain.

4. Employment Standards

Non-licensed personnel to be employed by the District must:

- a. Be a citizen of the United States or be in compliance with the Federal Immigration Reform and Control Act.
- b. Possess (or be able to acquire) any required license/certificate issued by the Nevada State Department of Education or other required license/certificate, dependent upon the specific position. Licensure is the responsibility of the applicant.
- c. Be able to perform the essential functions of their position.
- e. Agree to abide by all LCSD Policies and state/federal laws as applicable.

When, in the opinion of the Superintendent/designee, an application does not indicate that the above standards have been met, such employment applications may be rejected.

5. Selection

When a non-licensed vacancy occurs, the principal will first review all applicants made available to them by the Superintendent /designee. The principal will screen applicants and interview a minimum of five qualified applicants. If there are fewer than five qualified applicants, the principal will interview all qualified applicants on file. Applicants who are selected for an interview will be provided the pay range of the position for which they applied.

LYON COUNTY SCHOOL DISTRICT
BOARD POLICY

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After interviews have been conducted, the principal of the school where the vacancy exists may consult with the Superintendent/designee concerning the individual to be recommended for employment. This recommendation will be reviewed and approved by the Superintendent/designee before presentation to the Board of Trustees for final action.

6. Responsibilities of Applicant(s)
 - a. Complete the District application according to instructions.
 - b. Submit the completed application to the Human Resources Department along with any forms/documents requested.
 - c. Arrange for one copy of an official transcript(s) to be sent to the Human Resources Department (if applicable).
 - d. Arrange for references to be sent to the Human Resources Department.
 - e. Submit to the Human Resources Department any other information required as outlined in the administrative regulations of *LCSD Board Policy GB: Employment and Compensation*.
 - f. Acquire one's own appropriate license/certificate required for the vacant assignment.
 - g. Failure to follow these procedures may result in the applicant becoming ineligible for employment with the District.
7. Responsibilities of the Principal
 - a. Advise the Superintendent/designee of vacancy.
 - b. Check transfer/reassignment requests (if applicable).
 - c. Review and screen files of eligible applicants. (**NOTE:** *No applicant may be interviewed until these three steps have been completed*).
 - d. Interview candidates selected for an interview. The Principal/designee has the responsibility for contacting candidates for interviews, and the principal shall only interview those applicants who are contacted in advance of the interview and have completed the application process with the Human Resources Department.
 - e. Ensure interviewed employees who are offered the position are provided the applicable pay range.
 - f. Ensure employment references required per *LCSD Board Policy GB: Employment and Compensation* are obtained.

(**Note:** *A recommendation for employment cannot be made until these steps have been followed and until at least five (5) applicants have been interviewed when five (5) or more qualified applicants are available.*)
 - g. Submit recommendations for employment and other required forms to the Human Resources Department in sufficient time to permit inclusion in the Board packet.
 - h. Notify the applicant who has been selected for employment.
 - i. Notify all other applicants interviewed that they were not selected for the position.
 - j. Notify all applicants who were not selected for an interview through the LCSD approved electronic application system.
 - k. Failure to follow the procedures could result in the invalidation of a principal's recommendation for employment.

8. Responsibilities of the Superintendent/Designee
 - a. Furnish application materials to requesting applicants.
 - b. Maintain transfer/reassignment requests.
 - c. Publish list of position openings.
 - d. Require principals to review all transfer/reassignment requests (if applicable) and applications of all qualified applicants.
 - e. Monitor the principal's review of files, interview of candidates, checking of references as required in the administrative regulations of *LCSD Board Policy GB: Employment and Compensation*, and recommendations for employment to ensure that all qualified candidates are receiving proper consideration.
 - f. Receive recommendations from principals and approve them based upon evidence that all required procedures have been followed.
 - g. Submit approved recommendations to the Board of Trustees.
 - h. Notify the administrator or manager/supervisor who conducted the interview of Board action.
 - i. Prepare contracts and other materials necessary for employment.