NORTHERN KANE
Educational Corp.

# General Personnel

## Hiring Process and Criteria

The NKEC hires the most qualified personnel consistent with budget and staffing requirements and in compliance with NKEC Board policy on equal employment opportunity and minority recruitment. The CEO or designee is responsible for recruiting personnel and retaining them for employment.

All applicants must complete an NKEC application to be considered for employment.

Job Descriptions

The Board maintains the CEO's job description and directs, through policy, the CEO, in his or her charge of the NKEC's administration.

The CEO or designee shall develop and maintain a current comprehensive job description for each position-or an individual contract will control in the event of a conflict.

Investigations

The CEO 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. When the applicant is a successful CEO candidate who has been offered employment by the NKEC Board, the Board Chair shall ensure that these checks are completed. The CEO or designee (or, if the applicant is a successful CEO candidate, then the NKEC Board Chair) shall notify an applicant if the applicant is identified in either database. The School Code requires the Board Chair to keep a conviction record confidential and share it only with the CEO. The NKEC 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 a U.S. Citizenship and Immigration Services Form as required by federal law.

NKEC 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 105 ILCS 5/21B-80 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, an applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

1. NKEC uses an applicant's credit history or reports from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

2. NKEC 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.

3. NKEC 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.

4. NKEC does not request or require an applicant to disclose wage or salary history as a condition of employment.

5. NKEC does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.

6. NKEC does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.

7. NKEC does not request access to an applicant's or employee's personal online accounts, such as social networking websites, including a request for passwords to such accounts.

8. NKEC provides equal employment opportunities to all persons.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to NKEC.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination

is job-related and consistent with business necessity. The NKEC Board will pay the expenses of any such examination.

Orientation Program

NKEC's staff will provide an orientation program for new employees to acquaint them with the organization'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 the policy *Abused and Neglected Child Reporting*.

**Board Adoption Date:** December 12, 2022.

**Revised:** October 3rd, 2022.

**Legal Reference:** 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 etseq., Fair Credit Reporting Act.

8 U.S.C. §1324a etseq., Immigration Reform and Control Act.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded*115 Ill.2d 482(Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).