

NON-CERTIFIED STAFF HIRING

The Board seeks to attract and keep capable employees to carry out support services assignments.

It is the responsibility of the Superintendent, or his/her designee, to determine District personnel needs and locate suitable candidates to hire.

The following guidelines will be used in the selection of personnel:

1. The Superintendent, or his/her designee, will establish a standard employee selection process. This process will comply with Policy 3117 Nepotism and shall be followed whenever a new employee is hired. A part of the process will be team interviews for all supervisory positions and other positions as deemed appropriate by the Superintendent, or his/her designee. When forming teams for interviewing, the makeup of its members must meet the expectations of Board Policy 3110 Conflict of Interest. Relatives of the employment candidate shall not serve on the interview committee.
2. The administrator who will be directly responsible for the work of a non-certified staff member is responsible for conducting and following the established interview process.
3. No candidate will be offered a position without first passing a pre-employment drug test.
4. No candidate will be hired without a personal interview. References will be checked. A criminal history record and finger print check must be requested from the State Police and from the Federal Bureau of Investigation (FBI) on all prospective non-certified employees.
  - a. Applicants who have been repeat offenders or who have been found guilty of any kind of physical abuse (domestic violence, assault and battery, etc.), weapons violations, crimes involving children, sexual crimes, and/or felony shall not be considered for employment in the District.
  - b. When considering a drug conviction, the following will be taken into account: the time in the applicant's life when the offense took place, how long ago it took place, the drug involved, the amount of drug involved, whether the conviction was possession or distribution, etc.
  - c. Prior to offering the position, the Assistant Superintendent for Administrative Services will consult with both the applicant's potential

administrative supervisor and the Superintendent if the applicant's criminal background check reveals more than one criminal incident.

4. All legally required documents must be completed before the employment offer is final.

Prior to hiring an applicant, the Assistant Superintendent for Administrative Services shall request, from the applicant's current and/or previous employer, any files relating to unprofessional conduct in which the applicant engaged.

All candidates will be considered on the basis of their merits, qualifications and the District needs. The District will always seek to hire the best-qualified person for the job.

*Adopted June 21, 1993  
Revised April 6, 1998  
Revised February 16, 2004  
Revised March 2, 2009  
Revised October 5, 2015*