

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES
Title: EMPLOYMENT OF CLASSIFIED PERSONNEL
Date Adopted: 17 August 1981
Date Last Revised: 7 December 2015

504. EMPLOYMENT OF CLASSIFIED PERSONNEL

- .1 The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.
- .2 The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.
 - .21 Such approval shall normally be given to those candidates for employment recommended by the Superintendent.
 - .22 When the Board has rejected any recommended candidate, the Superintendent shall make an alternate recommendation.
- .3 All applications for employment shall be referred to the Superintendent and, as appropriate, the Business Administrator, Principal, or Buildings and Grounds Supervisor.
- .4 No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant who shall not vote.
- .5 Any employee’s misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.
- .6 The utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the

district. Retroactive employment shall be recommended to the Board at the next regular meeting.

- .7 The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:
 - .71 Candidates shall be recruited and recommended in accordance with Board policy, and state and federal law.
 - .72 The Superintendent shall seek candidates of good moral character for employment who possess the following attributes:
 - .721 appreciation of children and the general public
 - .722 good physical health
 - .723 emotional and mental maturity and stability
 - .724 good general work habits and industriousness.
- .8 The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which she/he is being considered.
- .9 The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentiality and for official use only.
- .10 No classified employees shall be employed until such candidate has submitted at their own expense the following state-mandated documentation under Act 126 of 2013, Act 153 of 2014, and Act 168 of 2014 including but not limited to: 1) Original Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number, and original Child Abuse Clearance renewable every five years from the date of the clearances; 2) Sexual Misconduct/Abuse Disclosure Release(s); and 3) a current Mandated Reporter Training Certificate renewable every five years. If the candidate does not have a Mandated Reporter Training Certificate, he/she must complete and submit proof of completion of this training within 90 days of his/her hire date.