# DRAFT (02/29/16)

# PERSONNEL FE03.21

‑ Classified Personnel ‑

Hiring

Superintendent's Responsibilities

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

Effective Date

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

Criminal Background Check and Testing

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.1 & 2

Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT".1

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Educational Requirements

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or GED certificate or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and Technical Education, toward obtaining a certificate of high school equivalency. Employees shall hold the qualifications for the position as established by the Commissioner of Education.3

All paraprofessionals shall satisfy educational requirements specified by federal law.4

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#  (Continued)

Hiring

Qualifications

The Superintendent shall employ only individuals who, in accordance with state law and regulation, and Board policy, are qualified for the positions they will hold, except in the case where no individual applies who is properly qualified.

Job Register

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Vacancies Posted

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information.

Review of Applications

Upon initial receipt, the Superintendent/designee shall review each application. Each applicant shall receive notice that his/her application has been reviewed. Applications for candidates not employed shall be retained for three (3) years and shall remain active for one (1) year.

Relationships

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.1

Emergency Hiring

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

Job Description

All employees shall receive a copy of their job description and responsibilities.

Contract

All regular full-time and part-time employees shall receive a contract.

Reasonable Assurance of Continued Employment for Substitute Classified Employees

Substitute classified employees shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following year.

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#  (Continued)

Hiring

References:

1KRS 160.380

2702 KAR 5:080

3KRS 161.011

4P.L. 107-110 (No Child Left Behind Act of 2001)

 34 CFR 200.58-200.59

 KRS 17.160; KRS 17.165; KRS 156.070

 KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435

 OAG 91‑10; OAG 91‑149; OAG 91‑206

 OAG 92‑1; OAG 92‑59; OAG 92‑78; OAG 92‑131; OAG 97-6

 Kentucky Local District Classification Plan; 13 KAR 3:030

 Records Retention Schedule, Public School District

Related Policies:

01.11, 02.4244, 03.232, 03.27, 03.28, 03.5, 06.221