

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED EMPLOYEES

ADOPTED: November 9, 1995

REVISED: January 11, 2007  
August 14, 2014

# Palmyra Area School District

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.
2. Authority	<p>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.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>All applications for employment shall be referred to the Superintendent and, as appropriate, the Director of Business Affairs.</p> <p>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.</p> <p>An 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.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process. (See Policy 806.2 Clearances for additional guidelines.)</p>
SC 111	
3. Delegation of Responsibility	The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:
Pol. 104	1. Candidates shall be recruited and recommended in accordance with Board policy, and state and federal law.

<p>School Code 111, 406,</p> <p>Federal Regulations P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Board Policy No. 104</p>	<ol style="list-style-type: none"><li>2. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.</li><li>3. The Administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.</li><li>4. 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 confidentially and for official use only.</li></ol>
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