

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF SUPPORT EMPLOYEES

ADOPTED: June 20, 1994

REVISED:

# FAIRVIEW SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority</p>	<p style="text-align: center;">504. EMPLOYMENT OF SUPPORT EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent support employees play in the effective operation of the programs of the district.</p> <p>A. <u>Interim Hire</u></p> <p>A hire, as required, into an existing grade position for which a job description has been written, to replace a permanent employee until the job can be posted and a probationary hire made. Persons hired on an interim basis may apply for the job when it is posted. It is intended, though, that this interim hire would be filled on a day-today basis, within the guidelines of the negotiated contract.</p> <p>B. <u>Probationary Hire</u></p> <p>All new hires in the district will serve a probationary period of 60 days. The hire is to fill a permanent vacancy, either existing on the payroll or as a newly created position for which a job description has been prepared.</p> <p>C. <u>Permanent Hire</u></p> <p>A person who has satisfactorily completed the probationary period and has been officially hired by Board action. This hire will fill a permanent vacancy either existing on the payroll or as a newly created position for which a job description has been prepared.</p> <p>The Board shall approve the employment and fix the compensation for all support personnel. It shall also establish the term of employment and other conditions that may reflect the difference between fulltime and part-time employment. Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p>
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<p>SC 111</p> <p>4. Delegation of Responsibility Pol. 104 AP 504</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, who shall not vote.</p> <p>The utilization of support employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district.</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.</p> <p>The Superintendent shall recruit and recommend candidates in accordance with Board policy, state, and federal law.</p> <p>S/He may seek such recommendations from former employers and others as may be of assistance in assessing a candidate's qualifications. Such records shall be retained confidentially and for official use only.</p> <p>The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.</p>
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