

EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: July 20, 2006

REVISED: June 26, 2012

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Guidelines	<p>Recommendation and selection of classified staff shall be the responsibility of the Director of Personnel; designated administrative staff shall assist as directed. All classified employees must be recommended to the Superintendent by the Director of Personnel before approval for employment by the Board.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>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.</p>
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Employment shall not become official until approval is given by the district.</p>

<p>20 U.S.C. Sec. 6319</p>	<p><u>Nepotism</u></p> <p>For purposes of this policy, nepotism is defined as patronage bestowed in consideration of family relationship and not of merit.</p> <p>The Board rejects the practice of nepotism, as defined in this policy, and reaffirms the practice of hiring the best qualified individual for the position. In cases where relationship to Board members or current employees is a factor, the Board will be guided by the current provisions of law and strict adherence to its own hiring procedures.</p> <p><u>Title I Paraprofessionals</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a formal assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law and regulations.</p> <p>The process of recruiting, interviewing, and selecting candidates to be recommended for employment shall be the responsibility of the Director of Personnel and those administrative staff members designated by the Superintendent.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions.

<p>42 U.S.C. Sec. 12101 et seq</p>	<p>4. Emotional and mental maturity.</p> <p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>20 U.S.C. Sec. 6319</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations.</p>
<p>SC 111</p>	<p><u>Criminal History</u></p> <p>Individuals convicted of one or more of the crimes enumerated in 24 P.S. §1-111(e) are permanently prohibited from seeking employment within the district. Individuals convicted of felonies other than those listed in 24 P.S. §1-111(e) are prohibited from seeking employment within the district from ten (10) years from the date of expiration of the sentence for the offense. Individuals convicted of first-degree misdemeanors are prohibited from seeking employment within the district from five (5) years from the date of expiration of the sentence of the offense, with the exception of a second offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance), for which a three-year (3) prohibition shall be in effect.</p>
<p>SC 111</p>	<p>Employees who are arrested or convicted of one of the enumerated offenses listed in 24 P.S. §1-111 must report such arrest/conviction to the Superintendent and the building principal in writing within seventy-two (72) hours of the arrest/conviction. Employees who willfully fail to disclose such offenses shall be subject to discipline, up to and including termination.</p>
<p>SC 111</p>	<p>Administrators or other individuals responsible for making employment decisions who have reason to suspect that an employee has been arrested for and/or criminally convicted of an offense enumerated in 24 P.S. §1-111, and such employee has not provided written notice of the arrest/conviction, shall require such employee to submit to the administrator a current report of criminal history record information, as required by 24 P.S. §1-111. The district shall be responsible for the costs of such reports.</p>

<p>School Code 111, 406</p> <p>PA Code Title 22 Sec. 403.1, 403.5</p> <p>Federal Regulations P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>Board Policy 104</p>	
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