

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED EMPLOYEES

ADOPTED: MARCH 18, 1996

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# Lebanon School District

	504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	1
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1. Purpose	The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.	5
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2. Authority	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.	10
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	For purposes of this policy and section (i.e.500) of the policy manual, classified employees shall be deemed to be secretaries, aides, nurse assistants, personal care assistants, custodians, maintenance workers, and food services workers.	16
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	For purposes of the policy and section (i.e.500) of the policy manual, non-unit (i.e., confidential) employees shall be deemed to be administrative assistants.	23
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3. Qualifications	It shall be the responsibility of the Superintendent to nominate for employment only those applicants who meet all qualifications established by law and by the Board for the particular position to be filled.	27
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	Qualifications for employment as support personnel shall include, but are not limited to experience, training, references, and such other criteria as the Superintendent or his/her designee may require.	34
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4. Delegation of Responsibility

The Assistant to the Superintendent for Human Resources and Pupil Services shall be responsible for the recruiting, screening and initial interview of all classified employes. The Superintendent, at his/her discretion, may assign other personnel to participate in the selection of classified employes.

Applicants for secretarial, aide, nurse assistant, personal care assistant, and administrative assistant positions shall be interviewed by the administrator(s) who will supervise the work of the employe. Applicants for custodial and maintenance positions shall be interviewed by the Director of Buildings and Grounds.

The appropriate administrator(s) as defined above shall submit the recommendation for appointment to the Assistant to the Superintendent for Human Resources and Pupil Services.

The Assistant to the Superintendent for Human Resources and Pupil Services shall submit, along with all supporting data, all recommendations for employment of classified personnel to the Superintendent. The Superintendent shall submit his/her recommendation to the Board for review and ratification. An affirmative vote by a majority of all members of the Board shall be required to employ classified personnel.

Appointed personnel shall receive an official letter of appointment. All personnel are appointed subject to assignment by the Superintendent.

Any employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

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Pre-Employment and On-Going Requirements

SC111.1

Act 153  
Act 15

All employees are required to obtain three clearances – State Police, FBI, and Child Abuse, and then repeat every sixty (60) months thereafter. Noncompliance with this new law requires that we do not permit staff to work. In the event staff members do not submit any or all required, updated clearances to the Office of Human Resources within the mandated timeline, the employee will be placed on unpaid disciplinary suspension, beginning on the due date of the earliest clearance(s) due to the Office of Human Resources. Any staff member, who fails to submit any/all required clearances within 30 days after the due date, will be recommended for termination to the Lebanon Board of School Directors. There will be no additional extension of the due date after the first 30-days of unpaid suspension. Only if circumstances warrant, and at the exclusive discretion of the District, the District may elect to allow an employee to temporarily continue employment without all required clearances subject to the "Provisional Employee" requirements as defined in 23 Pa.C.S. §6344.

School Code  
111, 406

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment in accordance with the following guidelines:

Federal  
Regulations  
P.L. 88-352  
Title VI  
P.L. 92-318  
Title IX

Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.

Board Policy  
No. 104

No person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.

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.

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