

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF PROFESSIONAL EMPLOYEES

ADOPTED: FEBRUARY 19, 1996

REVISED: FEBRUARY 16, 2015  
SEPTEMBER 21, 2015

# Lebanon School District

	404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	1 2 3
1. Purpose	The Board places substantial responsibility for effective operation of the district with professional employes who are employed by the district.	4 5 6 7 8
2. Authority	The Board shall approve the employment and fix the compensation for each professional employe employed by the district. It shall also fix the term or other conditions of employment.	9 10 11 12 13
SC 1106, 1142, 1146	For purposes of this policy and section (i.e., 400) of the policy manual, professional employes shall be deemed to be: teachers, guidance counselors, school nurses, librarians, and psychologists.	14 15 16 17 18 19
SC 1111	Such approval shall normally be given to those candidates for employment recommended by the Superintendent.	20 21 22 23
SC 111	No professional shall be employed who is related to any member of the Board, as defined in statute, unless such professional receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.	24 25 26 27 28 29 30
	Any 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.	31 32 33 34 35 36
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SC 111.1

Act 153

Act 15

Pre-Employment and On-Going Requirements

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.

No candidate for professional employment shall receive a recommendation for such employment without evidence of his/her certification.

The Assistant to the Superintendent for Human Resources and Pupil Services, at the direction of the Superintendent, shall be responsible for recruiting, screening and the initial interview of qualified applicants for professional positions.

Applicants for elementary and secondary positions will be interviewed by the Administrative Team and the appropriate principal(s). The Superintendent may assign other personnel to assist in the interviewing.

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Delegation  
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The recommendation, along with all supporting data, will be submitted by the Assistant to the Superintendent for Human Resources and Pupil Services 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 elect a candidate to a professional position.

Elected candidates shall receive an official letter of appointment providing them with a contract to sign and return. Contracts must be signed and returned within fifteen (15) days of the date of the appointment or the appointment will become void.

School Code  
111, 1106,  
1111,  
1142,  
1146, 1201

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

Board Policy  
No. 104

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