

# ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: 9/24/98

REVISED:

	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 district.
2. Authority	<p>The Board, by a majority vote of all members, shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.</p> <p>No member of the Board shall vote for the election of any close relative of that Board member to any employment position in the district. For purposes of this policy, a close relative shall include a parent, sibling, child, spouse, grandparent, grandchild, niece/nephew, in-law, or any relative living in the immediate household.</p> <p>No employee shall be elected, assigned, or reassigned to a position which requires that employee to supervise or evaluate, or be supervised or evaluated by, any close relative directly related to her/him. Should a promotion place an employee in a position in conflict with the foregoing, the employee to be supervised shall be transferred to another position for which s/he is qualified and which does not diminish her/his employment status.</p> <p>Nothing in this policy shall affect the employment status of any person presently employed by the Board. Exceptions to this policy may be approved at the sole discretion of the Board.</p>
3. Guidelines          SC 111 23 Pa. CSA 6301	<p>Approval shall normally be given to those 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>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>

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<p>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 111 Federal Reg. P.L. 88-352 P.L. 92-318 42 U.S.C. Sec. 12101 et seq</p> <p>Board Policy No. 104</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> <p>The district shall submit a "New Hire Report" for each employee required to be reported by law.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. Candidates shall be recommended in accordance with Board policy and state and federal law.</li><li>2. Staff vacancies which represent opportunities for advancement or diversification shall be made known to district personnel so that they may apply for such positions.</li><li>3. Recommendations for candidates, from former employers and others, as may be of assistance in assessing a candidate's qualifications shall be sought. These recommendations shall be retained confidentially and for official use only.</li></ol> <p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks for which s/he is being considered.</p>
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