

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
3/15/12	304.2 of 10/23/08	304.2R1

Title: Employment of Classified Employees

Purpose: This policy addresses appointment and employment of classified staff members, whom the School Board recognizes as making important contributions to the effective operation of the programs of the School District.

This document, Index No. 304.2, replaces the previous Index No. 4115R.

Authority: The School Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the School District.

Definition: For the purposes of this policy, *serious criminal conduct* by a classified employee means conduct involving a conviction which renders the employee ineligible for employment in a public school district on either a temporary or permanent basis.

Policy: No classified staff member shall be appointed by the School Board who is a relative of any member of the School Board or the Administration, unless such classified staff member receives the affirmative vote of a majority of all members of the School Board other than the member related to the applicant, who shall not vote. A relative is defined in the Pennsylvania School Code as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The School Board, upon the recommendation of the Superintendent, shall approve candidates for employment as a member of the classified staff.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child

abuse, FBI clearance, and/or other clearances required by law and the School District has evaluated the results of the screening process.

Any employee's misstatement of fact in the application document or interview, material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the School Board.

The School District expects that its employees will act in accordance with the law and not engage in serious criminal conduct.

Any employee who is arrested or convicted with an offense constituting serious criminal conduct under Section 1-111(e) of the Pennsylvania School Code (Title 24), must provide written notice utilizing the Arrest/Conviction Report and Certification Form (PDE Form 6004) to the Human Resources Director within 72 hours after an arrest or conviction for an offense occurring after September 28, 2011.

An employee shall be required to submit a current history background check report if the Superintendent or designee has a reasonable belief that an employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and/or convictions may, depending upon the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.

Utilization of classified employees prior to employment approval by the School Board is authorized when necessary to maintain continuity of services in the School District. Retroactive employment shall be recommended to the Board at the next regular meeting.

All candidates for employment will be judged by their skills and ability to perform the duties for the position for which they are being considered without regard to race, color, gender, national origin, age, disability, religious or sexual orientation.

Each Pennsbury employee must sign an annual agreement form to acknowledge awareness of and compliance with all School Board Policies and Administrative Procedures relating to appropriate use of the Internet and technology.

The Director of Human Resources shall develop procedures for the recruitment, screening, and recommendation of candidates for employment, in accordance with School Board policy as well as state and federal law and regulations.

The Administration may apply necessary screening tests to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.

The Director of Human Resources shall seek recommendations and references from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002 and all other instructional paraprofessionals hired after June 30, 2010, shall have a high school diploma or a recognized equivalent and one of the following:

1. Completed at least two 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.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

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 regulation. The written certification shall be maintained in the District office and the school office and shall be available to the public, upon request.

**Responsible
Administrator:** Director, Human Resources