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FILE: GDC
Critical

EXPLANATION: SUPPORT STAFF RECRUITING AND HIRING

This policy was revised to address the requirements of Senate Bill 997 (2016), which requires public employers to adopt a policy "that provides up-to-date, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness." The new statute requires the policy to be adopted by April 1, 2017. Information must be provided to new employees within ten days of beginning employment. Current employees must receive the information by June 30, 2017. The Missouri Department of Higher Education is required to develop the information the district is required to provide, which can be found at: <http://dhe.mo.gov/resources/publicserviceemployees.php>. The following is a sample notice districts could use:

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the Camdenton R-III School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:

<http://dhe.mo.gov/resources/publicserviceemployees.php>.

MSBA has also clarified some of the language in this policy and added subheadings to make the policy easier to read.

In addition, MSBA has added language regarding the employment of persons who do not have all of the licenses or certifications necessary for the area in which they are working. For example, if a maintenance worker needs to be a licensed electrician but has not received the license yet, MSBA recommends that the district make the employment contract conditional on the license being received by a specific date. This will assist in those hopefully rare situations where the employee delays obtaining the license, fails the licensing examination or for some other reason does not obtain the certification as expected.

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MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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SUPPORT STAFF RECRUITING AND HIRING

To provide a positive educational environment for students, the district must employ quality staff members. It is the responsibility of the superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The Camdenton R-III School District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Camdenton R-III School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for ~~as many~~ the number of days as is deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or assistant superintendent transfers or assigns an existing employee to the position, subject to Board approval.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

Applications for support staff positions shall be made available in the assistant superintendent's office. Applications will remain on file until December 31.

All requests for information concerning vacancies in the district shall be directed to the assistant superintendent.—

Screening Process

Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the assistant superintendent. The assistant superintendent shall conduct interviews, review references and obtain other information as deemed necessary.

Background checks on employees and applicants for employment in accordance with law and Board policy.

Any applicant who provides false information or any document referencing false information will immediately be removed from consideration.

Hiring

A position will be filled by the Board of Education only after receiving the recommendation of the assistant superintendent for human resources. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. ~~Any applicant found to have presented false credentials or any document referencing false credentials will immediately be removed from consideration.~~ Support staff personnel may be offered employment prior to the beginning of the next school year or at any time a vacancy is created.

Before the Board votes to employ an applicant in a position that requires a license or other necessary certification, such as a nurse or an electrician, the assistant superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. **Upon the recommendation of the superintendent or designee, the Board may approve the employment of an applicant for a position for which the individual does not have a current license or necessary certification, but the employment will be conditioned upon the applicant obtaining the license or credential by a district-specified deadline.** The assistant superintendent or designee will also reverify licenses and certifications once they are renewed.

All applicants for a particular position will be promptly notified once the position has been filled.

~~A spouse of a Board member will only be hired to fill any vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.~~

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Board Members

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Camdenon R-III School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

Spouses of Board Members

In accordance with law, a Board member's spouse will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse. If a Board member's spouse is hired, the names of all applicants for that position and the name of the individual hired will be included in the appropriate Board minutes.

Critical Shortage

In accordance with law, the district will hire individuals receiving retirement benefits from the Missouri Public Education Employee Retirement System to work full time only if the district has determined that it has a shortage of noncertificated employees. The district may only hire retired employees under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two years.
3. Posted the vacancy for at least one month and solicited applications through local newspapers or other media.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of noncertificated employees that is active for one year.

The total number of retired noncertificated employees hired under this section cannot exceed at any one time the lesser of ten percent of the total noncertificated staff in the district or five noncertificated employees.

Eligibility for Public Service Loan Forgiveness

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 09/13/1999; 06/13/2005; 12/12/2005; 08/10/2009; 09/13/2010; 01/10/2011; 05/09/2011;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BBFA, Board Member Conflict of Interest and Financial Disclosure
DD, Grants

MSIP Refs: 8.4

Legal Refs: §§ 105.255, 1445, 162.261, .301, 168.133, 213.010, .055, .070, 285.530, 290.400 - .410, 335.075, RSMo.

Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Family and Medical Leave Act, 29 U.S.C. § 2615
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 2000ff - 2000ff-11
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Camdenton R-III School District, Camdenton, Missouri