

# BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES  
ADOPTED: June 28, 2004  
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 programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Guidelines	<p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</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>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>
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.

<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 111, 406</p> <p>Federal Regulations P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>Board Policy 104</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> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> <li>1. Successful training and experience.</li> <li>2. Skills required to complete essential job functions.</li> <li>3. Emotional and mental maturity.</li> </ol> <p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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