

PERSONNEL**Recruitment and Selection/Appointment**

This district can secure the kind of personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required for all people employed by the district.

It is the responsibility of the Superintendent of Schools and of persons designated by him to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board for inclusion in the annual budget.

There shall be no discrimination against any employee or applicant for employment by reason of race, creed, national origin, marital status, sex, age, or handicapping condition.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law, by the Board, and by employee agreements for the type of position for which nomination is made.

All new employees will be screened through a background check process involving the Nebraska Department of Health and Human Services and the Sarpy County Sheriff's Department. The NDHHS will check the Nebraska Child Abuse/Neglect Central Registry to confirm that there have been no substantial referrals of child maltreatment. The Sheriff's Department will check any serious motor vehicle reports or records of past convictions of criminal offenses or misdemeanor offenses involving moral turpitude or controlled substances. All newly appointed personnel will remain on a temporary basis until a satisfactory background check has been completed.

Date of Adoption: _____
 Last Revision: _____
 Last Review: November 11, 2002

Legal Reference:
