

**Policy GDC-1: SUPPORT STAFF RECRUITING AND HIRING**

Status: DRAFT

Original Adopted Date: 12/16/1999 | Last Revised Date: 03/12/2020 | Last Reviewed Date: 03/12/2020

**EXPLANATION**

These revisions were requested by the district.

The superintendent or designee is responsible for determining the district's support staff personnel needs and locating suitable support staff candidates. The superintendent will make employment recommendations to the board, and 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 Platte County R-3 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 Platte County R-3 School District will enroll and actively participate in a federal work authorization program in accordance with law.

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

### Recruiting and Advertising

The district will recruit the best-qualified candidates for open positions. New or vacant positions will be posted for at least five business days internally first and then 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 the number of days 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 vacancy. A position is not considered vacant if the superintendent or designee transfers or reassigns an existing employee to the position. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.

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.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee.

### Screening Process

Applicants must complete a formal application and provide all required information. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and board policy.

The superintendent or designee will verify that applicants currently possess the appropriate certification or license before the board votes to employ them in a position that requires a certificate or other professional license. The superintendent or designee will also reverify licenses and certifications once they are renewed. When the district determines that employing someone without the appropriate certificate or license is necessary or unavoidable, the employee will be required to obtain the appropriate certificate or license by a district-specified deadline.

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

### Hiring

The board will fill a vacancy after receiving a recommendation from the superintendent or designee. All candidates will be selected on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

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

The board is responsible for the hiring, promotion, demotion or termination of all persons employed. However, the board delegates to the superintendent the authority to make decisions on the hiring, promotion, demotion or termination of all non-contractual support staff members.

### **Board Members**

The district will not accept an employment application from a board member, consider a board member for employment or decide to employ a board member while the member remains on the Platte County R-3 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 be hired to fill a vacant or new position only 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 meeting minutes.

### **Retirees**

The district may employ persons who are retired and currently receiving a retirement allowance from a public retirement system as permitted by law.

## **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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Version GDC-1C.1K.PLT (12/19)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### **State References**

### **Description**

§§ 105.1445, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§§ 168.101-.126, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§§ 290.400-.410, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§105.255, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§161.855, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§162.261, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§162.301, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§168.133, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§169.596, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§213.010, RSMo.	State Statute - <a href="https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==">https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==</a>
§213.055, RSMo.	State Statute - <a href="https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==">https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==</a>
§213.070, RSMo.	State Statute - <a href="https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==">https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==</a>
§285.530, RSMo.	State Statute - <a href="https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==">https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==</a>
§335.075, RSMo.	State Statute - <a href="https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==">https://simbli.eboardsolutions.com/SU/slashVClyWU73Tdpv4JZYxrPDw==</a>

**Federal References**

20 U.S.C. § 1681	Title IX of the Education Amendments of 1972 - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
29 U.S.C. §§ 621-634	Age Discrimination in Employment Act - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
29 U.S.C. § 2615	Federal Statute - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
29 U.S.C. § 794	Section 504 of the Rehabilitation Act of 1973 - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
42 U.S.C. §§ 12101-12213	Americans with Disabilities Act - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
42 U.S.C. §§ 2000d-2000d-7	Title VI of the Civil Rights Act of 1964 - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
42 U.S.C. §§ 2000e-1-2000e-17	Title VII of the Civil Rights Act of 1964 - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
42 U.S.C. §§ 2000ff-2000ff-11	Genetic Information Nondiscrimination Act - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
42 U.S.C. §§ 6101-6107	Age Discrimination Act - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>
8 U.S.C. § 1324	Immigration Reform and Control Act - <a href="https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==">https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==</a>

**MSIP References**

R-10	MSIP STANDARDS - <a href="https://simbli.eboardsolutions.com/SU/S0bzILx4sBCbA6jualeHdA==">https://simbli.eboardsolutions.com/SU/S0bzILx4sBCbA6jualeHdA==</a>
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**Cross References**

AC	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - <a href="https://simbli.eboardsolutions.com/SU/PGBz6kueFRQYz3BCDNN3tQ==">https://simbli.eboardsolutions.com/SU/PGBz6kueFRQYz3BCDNN3tQ==</a>
BBFA-1	BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE - <a href="https://simbli.eboardsolutions.com/SU/iCVeeRrglNeBf4mgvwBptw==">https://simbli.eboardsolutions.com/SU/iCVeeRrglNeBf4mgvwBptw==</a>
DD	GRANTS - <a href="https://simbli.eboardsolutions.com/SU/GB8dxWwlJE6Kw6GfKMOoplusg==">https://simbli.eboardsolutions.com/SU/GB8dxWwlJE6Kw6GfKMOoplusg==</a>
DD-AP(1)	GRANTS - (State and Federal Programs Administration) - <a href="https://simbli.eboardsolutions.com/SU/7wdDYbKozODJkbwHDUhVeg==">https://simbli.eboardsolutions.com/SU/7wdDYbKozODJkbwHDUhVeg==</a>

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