

## Personnel Selection

Board Policy: P-19  
Adopted: November 8, 1993  
Revised: July 9, 2012

### I. General Policy Statement

The Haywood County School System shall make every effort to recruit and employ the best-qualified personnel without regard to race, color, religion, national origin, military affiliation, sex, age, or disability, except where sex, age, or physical requirements are essential occupational qualifications.

### II. Employment Procedures

- A. The superintendent and or designee will be responsible for developing the procedures for the selection process.
- B. All candidates for employment shall be selected on their ability to fulfill duties identified in the job description. When candidates are equal, preference will be given to those who are currently employed by Haywood County Schools.

The following information will be considered:

- 1. Application
  - 2. Education and Training
  - 3. Licensure when applicable
  - 4. Experience
  - 5. References
  - 6. Interviews
  - 7. Background Checks
  - 8. Pre-employment testing including drug testing
- C. After the review/selection process, all recommendations for employment will be processed through the Human Resource Office.
- D. At the time of employment, the Director of Human Resources shall inform employees of salary issues addressed in G. S. 95-25.13.

### III. Personnel Categories

#### A. Licensed Personnel

After the review/selection process, the principal or appropriate administrator will make the recommendation for employment to the Superintendent subject to Board of Education approval. The superintendent or designee shall not recommend individuals to the Board of Education who the superintendent or designee deems to have an inappropriate criminal background check, inappropriate drug screening results or an inappropriate reference that is substantiated. The superintendent has the authority to issue an employment contract to a qualified applicant prior to the next board meeting. No contract will be valid until approved by the Board of Education and signed by the Superintendent.

B. Administrators

After the review/selection process and consultation with the appropriate administrator, if applicable, the Superintendent will make the recommendation for employment to the Board of Education. The superintendent or designee shall not recommend individuals to the Board of Education who the superintendent or designee deems to have an inappropriate criminal background check, inappropriate drug screening results or an inappropriate reference that is substantiated. No contract will be valid until approved by the board of Education and signed by the Superintendent.

C. Classified Personnel

After the review/selection process and consultation with the principal or appropriate administrator, the Superintendent will make the recommendation for employment to the Board of Education. The superintendent or designee shall not recommend individuals to the Board of Education who the superintendent or designee deems to have an inappropriate criminal background check, inappropriate drug screening results or an inappropriate reference that is substantiated. No contract will be valid until approved by the board of Education and signed by the Superintendent.

IV. Job Descriptions

Job descriptions shall be on file in the personnel office and shall be used for selection, salary, evaluation, and job classification standards.

V. Substitute Teachers

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Efforts shall be made to obtain the best-qualified substitutes when a teacher is absent. Pay for substitute teachers is established by the State Legislature.

A. Classifications

1. Licensed: a person who holds a teaching license
2. Non-Licensed: a person who is at least 18 years of age and has a high school diploma

B. Requirements for Substitutes

1. All inexperienced substitutes must attend an initial orientation/enrollment session. The purpose of this is to set expectations, provide information and helpful suggestions, designate specific sites at which the individual would prefer to substitute, and receive the application packet.
2. Substitutes must have all proper credentials on file in the personnel office before they can be placed on the substitute list and a pay voucher can be issued. This includes health certificate, enrollment forms, teaching license (if applicable), etc.
3. All substitute applicants must be approved by the Board of Education before being placed on the approved substitute teacher list.
4. Substitute teachers shall follow designated lesson plans which have been prepared by the teacher. The same daily schedule applies to substitutes as that of regular teachers.

## VI. Criminal History Check

A criminal history check and a check of sex offender registries will be conducted on all final candidates who will be recommended to the Board of Education for school personnel positions, including independent contractors. Prior to recommending any candidate to the Haywood County Board of Education for employment, the Human Resource Director shall conduct a criminal history check. Any employee of Haywood County Schools may be subject to a criminal history check at anytime as deemed necessary or appropriate by the superintendent.

- A. The Superintendent or designee is authorized to utilize local, state, or national repositories of records as necessary to conduct a reasonable review.
- B. The applicant will be required to be fingerprinted and/or to provide any other information necessary to conduct the criminal history check.
  - 1. The criminal history check will be conducted at the district's expense.
  - 2. Any candidate who refuses to consent, including independent contractors, will not be considered for a school personnel position.
  - 3. Any offer of employment is conditional and dependent upon a favorable review of the criminal history.
  - 4. If a final candidate for employment or hiring as an independent contractor is found to have a criminal record, other than for minor traffic offenses, the superintendent shall review the criminal history of the individual and determine whether the results of the review indicate that the applicant or conditional employee (a) poses a threat to the physical safety of the students or personnel, or (b) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as public school personnel. The superintendent shall make written findings about how the criminal background information was used to make employment decisions and decisions with regard to independent contractors. These written findings and information regarding the candidate's criminal record shall be shared with the board of education if the superintendent recommends to the board that the individual be hired, retained, or awarded a contract in spite of his or her criminal record. In considering an applicant with a criminal record for employment, the board shall either: (a) adopt the superintendent's written findings as its own, (b) supplement the superintendent's written findings, or (c) make its own findings about its use of the criminal records in the hiring decision, if different from the superintendent's. All the information received by the local board of education through the checking of the criminal history is privileged information and is not a public record but is for the exclusive use of the local board of education.
  - 5. An applicant will not be denied a position based upon the criminal history check by the Justice Department without confirmation of the criminal history by certified copy of the conviction or other means permitted by State Board rules.
  - 6. False information on an employment application or contract regarding criminal history will be a basis for denying employment or immediate dismissal and the applicant shall be guilty of a Class A1 misdemeanor. Results of criminal records checks will be handled according to state guidelines.
  - 7. No individual who is a registered sex offender subject to the provisions of policy A-2, registered Sex Offenders, will be hired for any position with the school system.
  - 8. Each contract executed by the Board with an independent contractor or the services of independent contractors will require the contractor to check sex offender registries.
- C. All personnel, regardless of source of employment, must contact the human resource office for proper procedures concerning payroll enrollment, retirement, health insurance program, etc.

**Legal Reference: G. S. 115C-36, -47, -332**