

## General Personnel

### Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. Administrators must document each applicant's certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of *The School Code*. The Superintendent may select personnel for an emergency condition before the School Board's next regular scheduled meeting or temporary hire. The employment will be reviewed and may be approved by the Board.

All applicants must complete a District application in order to be considered for employment.

### Job Descriptions

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database are performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. *The School Code* requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

~~The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.~~

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of *The School Code* or who falsifies, or omits facts from, his or her employment application or other employment documents.

*The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:*

- 1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position*
- 2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.*
- 3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.*

4. *The District provides equal employment opportunities to all persons. See policy 5:10, Equal Employment Opportunity and Minority Recruitment.*

#### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced, practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations and designated by the school district. The employee must have the physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before submitting evidence of it to the School Board. A form shall be provided for the physical examination.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorized the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination, as long as it is a physician designated by the school district.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

LEGAL REF.: *105 ILCS 5/10-21.0.*  
*Employee Credit Privacy Act, 820 ILCS 70/.*  
*Right to Privacy in the Workplace Act, 820 ILCS 55/.*  
Americans with Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. § 1324a *et seq.*  
105 ILCS 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*  
820 ISCS 55/ and 70/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. Ill. 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill. 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (2<sup>nd</sup> Dist. Ill. 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (1st Dist. Ill. 1945).

CROSS REF.: 3:50 (Administrative Personnel Other than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), *5:125 (Personal Technology and Social Media; Usage and Conduct)*, 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel – Duties and Qualifications)

ADOPTED: November 6, 2001

AMENDED: April 23, 2012