

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: EMPLOYMENT OF EMPLOYEES

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

	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 intermediate unit.
2. Authority SC 963, 964	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the intermediate unit.
<i>Pol. 104</i>	The Intermediate Unit is an equal opportunity employer. All applications are considered on the basis of securing the best qualified personnel to work in the best interests of the students and parents/guardians served by the intermediate unit.
3. Guidelines	Approval shall normally be given to the candidates for employment recommended by the Executive Director and Personnel Committee.
	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.
	An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
42 U.S.C. Sec. 653a	The intermediate unit shall submit a New Hire Report for each employee required to be reported by law.
SC 111 23 Pa. C.S.A. 6301 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements, including Act 141, fingerprinting for criminal history and arrest, conviction report and child abuse and the Intermediate Unit has evaluated the results of that screening process.
SC 111	Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of this offense, subject the individual to criminal prosecution.

<p>4. Delegation of Responsibility</p> <p>Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>School Code 111, 963, 964</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>23 Pa. C.S.A. 6301 et seq</p> <p>Board Policy 104</p>	<p>The Executive Director 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 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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