

*Employment of Classified Staff*

The Board recognizes that it is vital to the successful operations of the District that all positions in the District created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person employed by this District. When an opening in a classified position is approved, the Superintendent shall check with the Civil Service Commission to ascertain if they have an eligible list. Positions must be offered first to persons in the Civil Service list. If there is no list or no one from the list wants the position, then a provisional appointment can be made from a District list of applicants. Any such appointment shall be made subject to examination. Preference will be given to candidates for classified employment who are residents of this school District.

The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.