

Descriptor Code: DBAB

EMERGENCY HIRING OF SUPPORT STAFF PERSONNEL

(Revised 6-4-12)

The Jamestown Public School District authorizes the Superintendent to hire non-licensed personnel on a provisional basis in emergency situations prior to the completion of a criminal history record check provided that the Superintendent has taken the following precautionary measures:

1. The applicant has completed and submitted all required application, authorization, and certification forms and provided references;
2. A criminal history record check has been initiated;
3. The Superintendent has received and reviewed other applicable records, including but not limited to credit history and/or driving records;
4. The Superintendent has reviewed the items listed in #1 and #3 in accordance with policy Descriptor Codes: DAB/DCB, Recruitment, Hiring, and Background Checks for Support Staff Personnel, and ruled that pending successful completion of the criminal history record check, the applicant is qualified for district employment.
5. The Superintendent has selected the final applicant in accordance with applicable portions of district policy and applicable Veteran's Preference laws;
6. The applicant has been advised that s/he is an at-will employee and employment is subject to successful completion of a background check.

Prior to receipt of the federal criminal history record, the new hire will not be permitted to have unsupervised contact with students.

Cross Ref: DAB Recruitment, Hiring, & Background Checks

Legal Ref: NDCC 12-60-24 Criminal History Record Checks
NDCC 12.1-20 Sexual Offender Presence Near School Prohibited
NDCC 12.1-32-15 Offenders Against Children and Sexual Offenders
NDCC Ch. 39-33 Driver and Motor Vehicle Record Privacy
2002-L-71 AG Opinion
42 USC 2000e et seq. Equal Employment Opportunity Commission
28 CFR 50.12(b) Exchange of FBI Identification Records