

## General Personnel

### Hiring Process Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment.

The Superintendent or designee is responsible for recruiting personnel, in compliance with School Board policy, and making hiring recommendations to the School Board.

If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.

All applicants must complete the District's application requirements 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 District to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision. When clarifying this information, the Department of State Police and/or Statewide Sex Offender Database will be utilized.

If a satisfactory credit history is required for a particular position, the Superintendent or designee will review an applicant's credit history.

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

1. conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of The School Code or
2. Falsification or omission of facts from, his or her employment application or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and show proof of not having a communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by:

- 1) a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or
- 2) 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
- 3) a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations.

The employee must have the physical examination and performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a:

- 1) physician who is licensed in Illinois to practice medicine and surgery in all its branches, or
- 2) 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
- 3) physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations.

The School Board will pay the expenses of any such examination.

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.: 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, 5/10-20.7, 5/10-21.4, 5/10-21.9, 21B-10, 5/21B-80,

5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*

820 ILCS 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), 5:220 (Substitute Teachers), 5:280 (Education Support Personnel – Duties and Qualifications)

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