BOARD AGENDA ITEM

May 10, 2022

SUBJECT:

Revision of Policy GCFB Hiring of Administrative Personnel, Second Reading

BACKGROUND INFORMATION:

Policy GCFB Hiring of Administrative Personnel establishes the basic structure for the hiring of administrative personnel by the district. The policy addresses the process by which the superintendent makes his/her recommendation for appointment to any position of assistant principal or higher.

ADMINISTRATIVE CONSIDERATION:

The recommended revision amends the process to identify the superintendent's recommended candidate solely and to remove the inclusion of the top three candidates in rank order. It also amends the process to include only principal or higher.

RECOMMENDATION:

Approve the revision of Policy GCFB Hiring of Administrative Personnel, Second Reading

ATTACHMENTS:

Policy GCFB Hiring of Administrative Personnel

PREPARED BY:

Jennifer Hart

HIRING OF ADMINISTRATIVE PERSONNEL

Code **GCFB** *Issued* **~~9/18~~5/22**

Purpose: To establish the basic structure for the hiring of administrative personnel by the district.

It is the policy of the board to recruit and hire administrative personnel on the basis of qualifications and merit. The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, age, disability, religion, or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on the district.

The superintendent will submit nominations to the board for administrative and supervisory personnel appointments. While the board may accept or reject nominations, appointment of an administrator or supervisor will be valid only if made on the nomination of the superintendent. In the case of rejection, it is the duty of the superintendent to make another nomination.

The superintendent's recommendations for appointment to any position of ~~assistant~~ principal or above will include all candidates interviewed and the top ~~three~~ candidate~~s~~ ~~in rank order and will delineate the qualifications of each~~ recommended. After reviewing their qualifications for a particular assignment with clearly defined duties, the board will act on the superintendent's recommendation ~~from this list~~. If the board rejects the~~se~~ nominee~~s~~, then the superintendent will submit an additional ~~list of three~~ nominee~~s~~ recommended ~~in rank order~~ for the board's consideration. This procedure will be used until the superintendent's recommendation is approved by the board.

Recommendations of the superintendent are to be presented to board members no later than 5:00 p.m. on Friday prior to the regularly scheduled board meeting on Tuesday at which the candidate will be considered for employment. For appointment at a board meeting other than the regularly scheduled board meeting, the board will receive the recommendations of the superintendent 48 hours before the special scheduled meeting of the board.

All offers of employment are contingent upon successful clearance and approval following a name-based criminal record history check through SLED, as well as national and state sex offender registry checks, as determined by the superintendent or his/her designee pursuant to state law, and as provided in policy GBEBDA*.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means.

The superintendent is authorized in accordance with district hiring procedures, to recommend that retired employees be hired to work in the district on an "as needed" basis, focused, in particular, on circumstances of unique qualification and/or critical academic or geographic needs, when their employment would serve the best interests of the school system. In such cases, the superintendent will notify the employee of the at-will status of his/her employment and explain the general salary arrangements available under applicable state law. The continued employment of retired employees will be at the discretion of the superintendent who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures.

(see next page)

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. The district will comply with the provisions of the Immigration and Naturalization Service (INS) regulations under the Act by requiring employees of the district to complete an INS Form I-9. It requires all new employees to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day. If unable to provide the required document or documents, the individual must present a receipt for the application for the document or documents within three business days of the hire and present the required document or documents within 21 calendar days of the hire.

The district will maintain completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files.

The district will retain Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

For required criminal record checks on new employees, see policy GBEBDA* Criminal Record Checks.

Cf. GBEBDA*

Adopted 6/10/75; Revised 8/23/83, 10/25/88, 11/27/01, 2/28/06, 5/12/09, 10/13/09, 9/28/10, 9/25/18, 5/10/22

Legal References:

A. S. C. Code, 1976, as amended:
   1. Section 59-24-10 - Assessment of leadership and management capabilities of persons being considered for appointment as elementary or secondary school principals.
   2. Section 59-24-15 - Rights of certified education personnel employed as administrators.
   3. Section 16-1-60 - Violent crimes defined.
   4. Section 23-3-115 - Fees for criminal record searches conducted for charitable organizations.
   5. Section 23-3-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.
   6. Section 23-3-430 - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.
   7. Section 59-19-117 - Background checks.
   8. Section 59-25-150 and 160 - Revocation or suspension of certificate; "just cause" defined.

B. State Board of Education Regulations:
   1. R43-205 - Administrative and professional personnel qualifications, duties, and workloads.