

# POLICY

## Board of Education Bernards Township

File Code: M 4125

### EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the District that support staff positions created by the Board be filled with highly qualified and competent employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this District.

No person shall be employed in a support position which involves regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position. Individuals who provide volunteer services under the direction and supervision of a teaching staff member are not subject to the criminal history record information requirement. Individuals who provide services on an unpaid voluntary basis that involve regular contact with pupils and/or which would generally be performed by a certified staff member will require a criminal history record check and at a minimum, must possess a New Jersey substitute teacher certification. To the extent an applicant for a volunteer position requiring a substitute certificate and criminal history check does not meet this criteria at the time of application, the applicant shall secure said certificate and criminal history check. In such a case, upon attainment of the New Jersey substitute teacher certification, successfully passing the criminal history record check and appointment as a volunteer to the district, the cost of the criminal history check for an unpaid volunteer shall be reimbursed to the applicant by the Board of Education. An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in N.J.S.A. 18A:6-7.1; 18A:6-7.2.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

An employee's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board to constitute grounds for dismissal.

Substitute employees upon initial employment are required to undergo a criminal history record check. Substitute employees who are rehired annually by the Board do not need an additional criminal history check provided there was no break in service during the substitute's previous annual employment.

# POLICY - Continued

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The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check, if the Board or contractor demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board or contractor may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be furnished unless the applicant provided written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he or she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

### **Aides**

The Board may employ aides to assist teaching staff members in the discharge of their professional responsibilities. Aides will serve the needs of teachers and pupils by performing nonprofessional duties and may work only under the direct supervision of certificated staff members.

Aides must be high school graduates, be in good health, and be mature persons of good character who work well with children. Wherever possible, aides should have experience in education.

The Superintendent shall submit to the County Superintendent, for his or her approval, job descriptions and employment standards for all aide positions. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides and a statement certifying that these persons meet the State approved qualifications.

### **Part-time Employees**

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is employment for a full fiscal year, full work week, and a full work day.

The Board may employ part-time support staff members as District needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

# POLICY - Continued

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### Substitutes

The Board will employ substitutes for absent support staff members as necessary to insure continuity in the operation of the school District. The Board shall annually approve a list of support staff positions subject to ratification by the Board at its next regular meeting whenever such interim employees may be required to maintain the efficient operation of the District.

<b>LEGAL:</b>	<b>N.J.S.A.</b>	18A:6-5 et seq.; 18A:6-7.1 et seq.; 18A:6-7.2
		18A:16-1; 18A:17-41; 18A:39-17 et seq.
		18A:39-17; 18A:39-18; 18A:39-19.1
	<b>N.J.S.A.</b>	18A:54-20 [Vocational districts]
<b>N.J.A.C.</b>	6:11-4.6; 6:21-11.1	

**ADOPTED:** March 24, 2008