

**GBB**

**EMPLOYMENT**

The Conway School District desires to employ the best, qualified persons for positions within the district and does not discriminate in its employment practices on the basis of race, color, religion, age, gender, national origin, or handicap. The Superintendent will develop administrative procedures to implement this policy. Background investigation and criminal records check is required for employment.

Adopted by the Conway School Board – December 8, 1997  
Reviewed with no change – July 1999  
Revision Adopted – April 12, 2004  
Revision Adopted – July 11, 2005

## EMPLOYMENT PROCEDURES

Vacancies for all positions will be properly announced, advertised, and/or posted in order to assure that interested persons are reasonably able to be aware of the vacancy.

The superintendent will develop an appropriate application form that requests necessary and pertinent information about the applicant including inquiries about potential criminal activities.

The appropriate supervisor will use those means that are most effective for that location to screen applicants and select applicants for interviews or additional review, which shall include thorough background and reference checks.

Applicants to be offered employment on any basis will be required to complete the necessary background investigation forms including: criminal record release of information form and a fingerprint form along with the appropriate check payable to: State of NH - Criminal Records. Upon submission of the forms by certified mail for a complete background investigation, the superintendent may offer employment as a conditional employee. Such employment may continue at the superintendent's pleasure until the background investigation is complete.

An applicant offered conditional employment will be recommended to the school board. The board will elect the employee to conditional status until such time as the employment becomes "permanent or regular." Upon receipt of the background investigation, the employee will move to "permanent or regular" status, and the superintendent will notify the board. Should the background investigation result in any incidents which the superintendent deems unacceptable, or which are covered by RSA 189, the employee's conditional status will be terminated. For any incidents not covered by RSA 189, the superintendent will determine any action regarding the individual's employment status.

The board, upon the superintendent's recommendation, may decide to pay the investigation costs for special and substitute staff without creating a precedent for payment of the fees for all employees.

No one will be permitted to begin work until the appropriate background investigation procedures have been initiated.

Person's desiring to substitute in the classroom must follow the procedures and complete the background investigation. Anyone who is inadvertently contacted to substitute prior to being notified of eligibility to substitute by the superintendent's office will be considered working on a volunteer basis.