

1 **4039**

2 **Employment of Classified Staff**

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4 The superintendent or designee shall hire classified staff to meet
5 personnel needs consistent with the district's budget, instructional needs,
6 and non-instructional operations. The superintendent or designee shall
7 obtain a criminal history record that includes information from the
8 Nebraska State Patrol for all individuals that are to be employed as pupil
9 transportation vehicle drivers (except certificated Nebraska school
10 administrators or teachers) and keep a copy of that record on file and shall
11 update it during the calendar year that coincides with the expiration of the
12 driver's motor vehicle operator's license. Otherwise, the superintendent or
13 designee may, but is not required to, conduct a criminal background check
14 on any classified staff applicant. Criminal history or back ground checks
15 shall occur only after the school district has determined that the applicant
16 meets the minimum employment qualifications. This policy shall not
17 prevent the school district from requiring an applicant to disclose his or her
18 criminal record or history relating to sexual or physical abuse prior to any
19 minimum employment qualification determination.

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21 The superintendent or designee shall discipline and discharge classified
22 staff as appropriate.

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24 Adopted: November 13, 2007

25 Revised on: August 12, 2014; August 14, 2019

26 Reviewed on: October 9, 2012, August 12, 2014; January 12, 2016;

27 November 13, 2018; August 14, 2019