

EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff. It is the goal of the Board to hire the best candidate possible, even if it means reposting and using substitutes.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collective bargaining agreement, shall fix the compensation, and establish the term of employment for each support staff member employed by this District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be evaluated directly by the relative staff member.

Any support staff member's intentional misstatement of fact material to the staff member's qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

For purpose of this policy, "relative" is defined as spouse, son, daughter, sister, brother, mother, father, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, guardian, conservator. (Spouse is interpreted to include persons who are not legally married but who live together with attended responsibilities and commitments of spousal relationships.)

When appropriate, candidates for employment as a support staff member shall submit evidence of proper certification, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff to be approved by the Board of Education and included in the Administrative Guidelines.

The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

In addition, the Superintendent shall have the authority to fill vacancies when time constraints warrant quick employment decisions with confirming action by the Board of Education during the next special or regular Board meeting.

Adopted: 6/18/01

Revised: 12/17/01; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us