

## **8.13—CLASSIFIED PERSONNEL EMPLOYMENT**

All prospective employees must fill out an application form provided by the District, in addition to any resume provided; all of the information provided is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he/she withholds information to the same effect, it may be grounds for dismissal. In particular, it will be considered a material misrepresentation and grounds for termination of contract of employment if an employee's application information is discovered to be other than as was represented by the employee, either in writing on application materials or in the form of representations made to the school district.

It is grounds for termination of contract of employment if an employee fails a criminal background check or receives a true report on the Child Maltreatment Central Registry check.

An employee who receives notification of a failure to pass a criminal background check or a true result on the Child Maltreatment Central Registry check shall have thirty (30) days following the notification to submit to the superintendent, or designee, a written request for a hearing before the Board to request a waiver. The written request should include any documentation, such as police reports, or other materials that are related to the event giving rise to the failed background check or true result on the Child Maltreatment Registry as well as information supporting your request for the waiver. Employees requesting a board hearing to request a waiver should be aware that this hearing is subject to the Arkansas Freedom of Information Act and it must be fully open to the public as a result.

An individual with a currently suspended license or whose license has been revoked by the State Board of Education is not eligible to be employed by the District; this prohibition includes employment as a substitute teacher, whether directly employed by the District or providing substitute teaching services under contract with an outside entity.

When classified staff members are initially employed in the Lakeside School District, they will be placed on the appropriate salary schedule. The employee will receive one year's credit on the salary schedule for every full year of experience they have in a job that is similar to one they are being employed for in the Lakeside School District. An employee hired for the 2017-2018 school years may bring up to seven years of credit in a job similar to the job in which they are being employed. Annually an additional year will be added until it reaches the equivalent to the certified salary schedule. The superintendent will ultimately determine and approve the number of years' experience given on the salary schedule.

Appoints of personnel shall be made by the Board of Education upon consideration of recommendations made by the Superintendent. The selection will be based on the following considerations:

1. Qualification requirements
2. Personal interview
3. Experience and past performance
4. Health qualification
5. Potential contribution to program

All classified staff members must submit social security number, statement of dependents, Employment Eligibility Verification, and must submit to fingerprinting screening.

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information.

Inquiries on non-discrimination may be directed to the Lakeside Assistant Superintendent, who may be reached at 2837 Malvern Avenue, Hot Springs, Arkansas (501-262-1880).

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In accordance with Arkansas law, the District provides a veteran preference to applicants who qualify for one of the following categories:

1. a veteran without a service-connected disability;
2. a veteran with a service-connected disability; and
3. a deceased veteran's spouse who is unmarried throughout the hiring process.

For purposes of this policy, "veteran" is defined as:

- a. A person honorably discharged from a tour of active duty, other than active duty for training only, with the armed forces of the United States; or
- b. Any person who has served honorably in the National Guard or reserve forces of the United States for a period of at least six (6) years, whether or not the person has retired or been discharged.

In order for an applicant to receive the veteran's preference, the applicant must be a citizen and resident of Arkansas, be substantially equally qualified as other applicants and do all of the following:

1. Indicate on the employment application the category the applicant qualifies for;
2. Attach the following documentation, as applicable, to the employment application:
  - Form DD-214 indicating honorable discharge;
  - A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
  - Marriage license;
  - Death certificate;
  - Disability letter from the Veteran's Administration (in the case of an applicant with a service-related disability).

Failure of the applicant to comply with the above requirements shall result in the applicant not receiving the veteran preference; in addition, meeting the qualifications of a veteran or spousal category does not guarantee either an interview or being hired.

Legal References:   A.C.A. § 6-17-414  
                          A.C.A. § 6-17-429  
                          A.C.A. § 21-3-302  
                          A.C.A. § 21-3-303  
                          A.C.A. § 25-19-101 et seq.  
                          28 C.F.R. § 35.106  
                          29 C.F.R. part 1635  
                          34 C.F.R. § 100.6  
                          34 C.F.R. § 104.8  
                          34 C.F.R. § 106.9  
                          34 C.F.R. § 108.9  
                          34 C.F.R. § 110.25

Date Adopted: April 29, 2008

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