

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Support Staff Hiring at Richey Charter School
	POLICY CODE: GDF

District Charter Schools follow the Tucson Unified School District Governing Board Policies for Charter School Personnel.

It shall be the policy of the District to employ and retain the best qualified Charter School personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive wages within the financial capabilities of the District, adequate facilities, and good working conditions.

The Board has the legal responsibility of approving the employment of Charter School support staff employees. The Human Resources Department has the responsibility for the recruitment and hiring process for Charter School support staff employees including acceptance of applications for positions at the Charter School. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment of Charter School support staff positions:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- Candidates for all positions shall be physically and mentally able to perform the duties of the position job descriptions for which they have applied.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

Non-certificated employees may be hired into service before receiving the results of the mandatory fingerprint check. However, until fingerprint clearance has been received, an applicant may not have unsupervised contact with pupils

Upon recommendation for employment the Human Resources Department shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA), complete the Form I-9 as required, and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.

This policy is only effective July 1, 2013 through June 30, 2014.

Adopted: June 25, 2013

Revision:

Review:

LEGAL REF.: A.R.S. 13-3716, 15-502, 15-512, 23-211, 23-212, 38-201, 38-481,
41-1756

CROSS REF.: