

## **P4514 EMPLOYMENT REQUIREMENTS**

### **BOARD POLICY:**

**Persons interested in securing employment with the Board of Education shall complete all necessary information forms before employment is finalized. The applicant who can best fill the requirements of the position shall be employed.**

Administrative Implemental Procedures:

1. An online application must be completed and submitted for all positions.
2. Applicant shall possess established requirements as outlined in the job description.
3. The Human Resources Division shall administer and the applicant shall achieve a passing score on any proficiency and/or aptitude tests considered relevant to the position for which application is being made.
4. First consideration shall be given to qualified, current employees in filling vacancies. The selection should be based on the qualifications and ability to perform; identified skills, strengths, and successful work experiences; and successful years of experience with the Wichita Public Schools. Unless an emergency exists, notice of vacancies will be posted on the district's website.
5. All hiring and assigning of employees and all compensation, benefits, and other terms and conditions of employment, shall be conducted by Human Resources as the designee of the superintendent. The school district shall comply with all applicable federal and state laws with regard to nondiscrimination on account of race, color, ancestry, national origin, religion, sex, disability, age, veteran status or any other legally protected classification. Insofar as is reasonably possible, the Superintendent shall strive to maintain an equitable balance in each category of employment with regard to race, age, and sex. All employees having met the criteria as established by the administration will be considered for an interview. Persons having inquiries may contact the School District's Title IX Director/ADA/Section 504 Coordinator, 903 S. Edgemoor, Wichita, Kansas, 67218, 973-4420.
6. Employment requirements relating to special programs will be followed.
7. Substance abuse testing shall be required of all persons offered permanent employment.
8. Applicants being offered employment must pass a physical examination if required for the position prior to being employed.
9. Applicants being employed are required to provide evidence of good health and the absence of disqualifying impairments and/or deficiencies by submitting a certification of health form as outlined in BOE Policy 4050 – Medical Examination.
10. All forms and requirements necessary to secure entry on payroll and personnel records (including Loyalty Oath and Employment Data Form) must be completed.
11. An employee who has falsified any pre-employment information or fails to meet any condition of employment as outlined in the offer is subject to immediate dismissal.
12. Electronic identification cards will be issued to all employees by the Human Resources Division.

13. New employees shall be prohibited from driving a Board of Education vehicle until a driver's certificate check has been made with Topeka and the results have been acceptable. Exceptions may be made by the Chief Human Resources Officer when circumstances indicate the need.
14. New employees must complete the I-9 Employment Eligibility Verification Form which is required by the Immigration Reform and Control Act of 1986. All new employees hired by USD 259 must be United States citizens or lawfully authorized alien workers.
15. A complete background check will be conducted on all those considered for employment with USD 259.

Administrative Responsibility: Human Resources

Latest Revision Date: June 2015

Previous Revision Date: August 2012 P4514

Reference: *Policies and Procedures for Classified Personnel*

Updated administratively for alignment purposes: March 2018