

## **General Personnel**

### **Administrative Procedures - Conditional Job Offer**

The following procedures will be followed once a conditional job offer has been extended:

1. All offers of employment are contingent upon Board of Education approval at a regularly schedule meeting.
2. No benefits are extended until after employment confirmation by the Board of Education. This includes but is not limited to sick leave, personal leave, funeral leave, life insurance, and medical insurance.
3. Candidates must provide the Personnel Office with the following:
  - a. Completed physical;
  - b. Proof of a tuberculosis test;
  - c. Official transcripts (for certified staff members only);
  - d. Copy of certificates or teacher aide letter of approval (for certified and paraprofessional staff members only);
  - e. Proof of prior employment if experience credit is allowed;
  - f. Permission to conduct a background check;
  - g. All other documents required by law.All of the above must be on file before recommendation for employment will be made to the Board of Education.
4. All wages earned prior to Board of Education approval will be at substitute pay scale. Individuals who are subsequently approved by the Board of Education will receive retroactive compensation from the date that the candidate began working in the position. This rate of pay will be determined by the Assistant Superintendent for Human Resources.
5. Failure to receive Board of Education employment approval at the regularly scheduled meeting, where the recommendation is made, will terminate the conditional job offer.

Revised - December 2006

