MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: CLASSIFIED EMPLOYES

TITLE: EMPLOYMENT OF CLASSIFIED

EMPLOYES

ADOPTED: July 1, 1991

REVISED:

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	504. EMPLOYMENT OF CLASSIFIED EMPLOYES
1.Purpose	The Executive Council recognizes the role that qualified and competent classified employes play in the effective operation of the programs of the School.
2.Authority	The Executive Council shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.
	Such approval shall normally be given to those candidates for employment recommended by the Director, upon the recommendation of the Professional Advisory Council.
	No person shall be employed who is related to any school employe or to any member of the Executive Council, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Executive Council other than the member related to the applicant, who shall not vote.
	An employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Executive Council to constitute grounds for dismissal.
	The utilization of classified employes prior to employment approval by the Executive Council is authorized when necessary to maintain continuity of services in the School. Retroactive employment shall be recommended at the next regular meeting of the Executive Council.
SC 111 Pol. 504-R	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the administration has evaluated the results of that screening process.
	All classified employes shall be subject to a 90-calendar day probationary period.
Pol. 504-R2	The Executive Council recognizes the importance of maintaining an efficient

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	system for the processing of employes new to the School and those employes leaving the School's service.
3.Delegation of Responsibility	The Director shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:
Pol. 104 SC 3705 P.L. 88-352 (Title VI)	Candidates shall be recruited and recommended in accordance with policy and State and federal law. The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.
	The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.
	The Director shall be responsible for administering an employe processing system.