

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

404 EMPLOYMENT OF ALL STAFF

I. PURPOSE

The Prior Lake-Savage Area School Board recognizes its legal and ethical responsibility to recruit and employ the best, fully qualified employees possible. New employees will be hired based on their ability to contribute to the overall success of the district, to dedicate their efforts in District 719 towards providing the highest quality educational programs, and to fulfill the district's strategic plan. It is not the intent of this policy to include the employment of short-term substitutes.

II. DEFINITION

A short-term substitute, by definition, shall be an individual who performs substitute duties for less than ten (10) consecutive days for one or more staff.

A medium-term substitute, by definition, shall be an individual who performs substitute duties for ten (10) or more consecutive days but less than one hundred (100) days.

A long-term substitute, by definition, shall be an individual who performs substitute duties during a leave of absence granted by the school board for at least one hundred (100) days in a school year.

"Immediate family member" includes the employee's parent, spouse, child, child-in-law, sibling, grandparent, grandchild, or member of the same household, as well as the listed family members of the employee's spouse.

"Direct Supervision" means conducting evaluations and/or recommending the hiring, promotion or termination of personnel.

"Employment" means all persons whose employment is approved by the board.

III. GENERAL STATEMENT OF POLICY

A. Employment of All Staff

1. While the school board's responsibility cannot be waived and the board retains the ultimate responsibility for employment and termination of staff, the board delegates to the Executive Director of Administrative Services the coordination of the process of recruiting candidates and recommending their employment to the board. In carrying out this responsibility, the Executive Director of Administrative Services shall involve various administrators, staff members, and other stakeholders, as appropriate.
2. Prior to such recommendations, the Executive Director of Administrative Services will share the candidate's background data sheet with the school board and respond to questions from the school board regarding the candidate being recommended. The

effective date of employment will be indicated by the Executive Director of Administrative Services.

3. All district employment is contingent upon school board approval and all candidates for employment will be so informed. If the board rejects the candidate for employment, the candidate will be paid the substitute rate of pay for any services provided to the school district.
4. Fully qualified candidates for the position will be recruited, including certification as required for the position. Inability to provide proof of the required degree or certification will nullify all offers of employment and employment contracts or terms and conditions of employment.
5. The district will conduct criminal background checks of all prospective employees at the candidate's expense in accordance with board policy [404.1 Employment Background Checks](#) and Minnesota law. All district employment is contingent upon a satisfactory background check as determined by the Executive Director of Administrative Services.
6. While not decisive, the ability and willingness to perform co-curricular assignments or meet other district educational needs may be a factor in selecting a candidate for employment.
7. Determination of Salary/Initial Employment

The initial compensation of any personnel, upon employment, shall be recommended to the school board by the Executive Director of Administrative Services

8. Probationary Period

Non-teaching employee of the district shall serve a probationary period of twelve (12) months (unless otherwise negotiated) of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the work agreement alleged to have been violated.

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a probationary period of three (3) calendar months (unless otherwise negotiated) in any such new classification. During this three (3) month probationary period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right to reassign the employee to the former classification.

9. Hiring of Family Members

1. The school district prohibits the assigning, transferring, or promoting of an employee if it results in direct supervision of an immediate family member.
2. The school district prohibits the hiring of an employee if the hiring would result in direct supervision of an immediate family member.

3. This policy shall be interpreted and applied consistently with mandates of federal and state equal employment opportunity and discrimination laws.
4. The school district will attempt to proactively assign or transfer employees to other sites, in order to eliminate the direct supervision of an immediate family member.
5. When an immediate family member of someone on the school board is a candidate for employment, the school board member must disclose the relationship and abstain from voting on the employment of the immediate family member.
6. The provisions of this policy may be waived by the school board, upon the recommendation of the Executive Director of Administrative Services, when the assignment or placement of relatives is of such a nature that no reasonable alternatives are available.

Cross References: [Policy 404.1 Employment Background Checks](#)

School Board Adoption: December 11, 2023

Orig: May 2009
Revised: February 2017
February 2022

An Equal Opportunity School District