

## **PERSONNEL SERVICES**

**Policy 4120**  
**(Regulation 4120)**  
**(Form 4120)**

### **Employment**

#### **Employment Procedures**

##### **Recruiting**

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days on the district's website and publicized externally by other means as determined appropriate by the superintendent or designee. If the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Persons interested in positions in the district must complete an electronic application and provide all requested information. Current employees desiring a different position in the district must submit an application in order to be considered. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Raymore-Peculiar R-II School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

In accordance with law, a Board member's spouse will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse. If a Board member's spouse is hired, the names of all applicants for that position and the name of the individual hired will be included in the appropriate Board minutes.

##### **Hiring**

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students.

All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division. Failure to check references

and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. The administration may also conduct random background checks after employment. Similarly, all persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors'/contractors' expense and will, upon request, be shared with the District.

As part of the criminal records check, any person employed after January 1, 2005, shall submit fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The District will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

Employees hired prior to January 1, 2005 will submit fingerprints by June 30, 2020 at the expense of the District. In subsequent years, employees hired after January 1, 2005 will resubmit fingerprints on a six year rotating basis, oldest hire date to most recent, at the expense of the District. The purpose of this procedure is to maintain current files in the MACHS system.

The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination.

## **Reference Requests**

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a current or former District employ. Unless the employee has provided written authorization, the information the District will provide will be limited to title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee. If the employee consents to the release of further information, the Superintendent or designee may only provide the following information when requested:

- A description of the employee's job duties when employed.
- Additional district-sponsored committees, activities, or duties the employee performed.
- Honors and awards received by the employee.
- Factual information on work performance.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in

lieu of termination, or allegations of sexual misconduct have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

Any school district employee who is permitted to respond to requests for information acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

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Revised: November 21, 2019  
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Raymore-Peculiar R-II School District

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