

Hiring of Employees **E-105-P**

The District is committed to the employment of high quality staff members. The District will employ full-time, part-time, and substitute staff members to suit the needs of the District. The Superintendent will make recommendations to the Board regarding the staffing needs of the District and will make recommendations regarding the hiring of individuals to fill positions. A majority of the whole Board must approve the employment of all employees. The employment procedures used by the administration and the Board will comply with all applicable state and federal laws. The Board directs the Superintendent create procedures for the advertising of positions when necessary. The District may employ individuals who are currently retired and receiving retirement benefits from a public retirement system in accordance with the laws and regulations governing the hiring of retirees.

A majority of the whole Board is required to approve all compensated extra-duty positions and assignments for staff members and assign appropriate amounts of compensation for extra duty positions and assignments.

The District requires that employees undergo background checks in accordance with the law and any additional established requirements created by District administration. The Board authorizes the reimbursement of expenses incurred by an employee for state and federal criminal history information if the administration establishes such practices of reimbursement.

Public Service Loan Forgiveness

In accordance with the law, the Board directs the Superintendent or designee to provide to new employees, within ten days following the start of employment, and to current employees upon request, up-to-date, accurate, and complete information regarding eligibility for public service loan forgiveness.