

# POLICY

## NUTLEY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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EMPLOYMENT OF SUPPORT STAFF MEMBERS

### 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the district that support staff positions created by the Board be filled with highly qualified and competent employees.

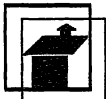
The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

Candidates for the positions of Support Staff Members will be employed only on the recommendation of the Superintendent.

No person shall be employed in a position involving regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

Criminal history record checks will be required pursuant to New Jersey Department of Education regulations and procedures. Any person to be employed by the district must undergo a criminal history background check. All contracted employees having regular pupil contact must undergo a criminal record history check. Approval letters will be valid only for the district or contract service provider through which the person to be employed made application for employment.

A permanent employee hired prior to October 8, 1986, who applies for and is selected for a different position in the district is "grandfathered" and not required to undergo a criminal history background check. An employee hired after October 8, 1986 for a position without regular pupil contact and later receives a position with pupil contact, must undergo a criminal history background check at the time of transfer to the new position.



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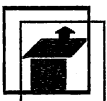
### EMPLOYMENT OF SUPPORT STAFF MEMBERS

Individuals who provide volunteer services and crossing guards, not employed or contracted by the district, are not subject to this criminal history record information requirement. An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in N.J.S.A. 18A:6-7.1.

Substitute employees, who are rehired annually by the Board, are required to undergo a criminal history record check upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check. A substitute employee later selected for a permanent position within the district does not need to undergo a new criminal history background check provided there is no break in service in the substitute employment. A break in service is when the employee is no longer approved by the employing Board of Education. An employee who has been laid off (dismissed because of employee reduction) and is asked to be re-employed by the district and/or contractor must submit to a new criminal history background check.

School bus drivers to be employed by the district must submit to a criminal history background check upon initial employment within the district and upon renewal of their school bus driver endorsement.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contractor demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board or contractor may petition the Commissioner for an extension of time, not to exceed



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two months, in order to retain the employee.

No criminal history record check shall be furnished unless the applicant provided written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history background check.

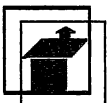
### Nepotism

The Board will not employ, but may reemploy, the child, sibling, spouse, or parent, in fact or in-law, or any dependent of a Board member.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he/she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

An employee's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.



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### Bus Drivers

In order to qualify for employment as a regular or substitute school bus driver a candidate must be a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey Department of Law and Public Safety, Division of Motor Vehicles that is neither suspended nor revoked.

The Board and any contractor providing transportation services to the Board will annually submit to the County Superintendent, prior to the assignment of any driver, the following information regarding each driver and substitute driver employed by this Board or by any contractor supplying transportation services to this Board:

1. The driver's name and social security number;
2. Certification of the driver's possession of a valid school bus driver's license; and
3. Certification that the driver has qualified for employment after a criminal background check.

Prior to employment as a bus driver, and upon application for renewal of a school bus driver's license, a bus driver shall submit to the Commissioner of Education his/her name, address and fingerprints taken by a State or municipal law enforcement agency. No criminal history record check shall be furnished unless the applicant provided written consent to the check. The Commissioner shall notify the applicant, in writing, of the applicant's qualification or disqualification as a school bus driver. A school bus driver shall be disqualified from employment or service if the individual's check reveals a record of conviction for crimes and offenses as prescribed in N.J.S.A. 18A:39-19.1. The Board shall also be notified of a disqualification.



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Any bus driver who fails to comply with the requirements of this policy will be subject to discipline and may be dismissed.

#### Aides

The Board will employ aides to assist teaching staff members in the discharge of their professional responsibilities. Aides will serve the needs of pupils by performing nonprofessional duties and may work only under the direct supervision of teaching staff members.

Aides must be high school graduates, be in good health, and be mature persons of good character who work well with children. Wherever possible, aides should have experience in education.

The Superintendent shall submit to the County Superintendent for his/her approval, job descriptions and employment standards for all aide positions. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides and a statement certifying that these persons meet the approved qualifications.

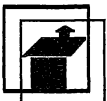
#### Part-Time Employees

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is employment for a full fiscal year, full workweek, and a full workday. A "full work day" is defined by the worksite, and a "full work week" is five days, Monday through Friday.

The Board may employ part-time support staff members as district needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

#### Substitutes

The Board will employ substitutes for absent support staff



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members as necessary to ensure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

The Superintendent may select substitutes for absent support staff members.

N.J.S.A. 18A:6-5 et seq.; 18A:6-7.1 et seq.; 18A:16-1;  
18A:17-41; 18A:39-17 et seq.

N.J.A.C. 6A:9-7.1; 6:21-11.1

Adopted: 3 May 2004

