

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**SUPPORT STAFF
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EMPLOYMENT OF SUPPORT STAFF

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All applications for employment shall be referred to the Human Resource Administrative Assistant through Frontline (current employment system).

The District Administrator shall approve the employment and establish the terms of employment for each support staff member employed by the District. Compensation shall be fixed by the District Administrator in accordance with the budget. The District Administrator shall provide a description of the work schedule, hours of work per week, and a determination of whether the support staff employee is exempt or non-exempt for purposes of overtime eligibility. The District Administrator shall keep the Board apprised of hiring decisions related to support staff in the District.

Support staff members' employment may be terminated by the District Administrator. A support staff member may resign by filing a written resignation with the District Administrator. A resignation, once accepted, may not then be rescinded.

Relatives of staff members or Board members may be selected from employment; however, arrangements should be made so that, the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member or would directly supervise the relative staff member. "Relative" shall be defined to include spouses, parents, grandparents, children, siblings, stepparents, stepchildren, in-laws, or someone who lives in the staff member's residence or an immediate family member of an individual who lives in the staff member's residence.

Any support staff member's intentional misstatement of fact material to their qualifications for employment or the determination of salary shall constitute grounds for dismissal.

The District Administrator shall prepare procedures for the recruitment and selection of all support staff which includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

Resource:
20 U.S.C. 6319

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