

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

STAFF  
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### EMPLOYMENT OF STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board to be filled with highly qualified and competent personnel. The Board of Education recognizes the need to establish positions, which when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Board shall approve the employment, and also, when not covered by any applicable terms of a collective bargaining agreement, fix the compensation, and establish the term of employment for each staff member employed by this District.

The business office shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote of any matter relating to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The District reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by a valid, negotiated, collectively-bargained agreement.

The Board will be informed in advance by the Superintendent regarding the creation of a new position or of increases to the number of professional staff members.

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To more adequately safeguard students and staff members, the District requires an inquiry into the background of each applicant recommended for employment.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

The employment of staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the Superintendent a statement showing the date of expiration and the grade and character of the certificate or license held.

118.19, 118.21, 118.21(2), 121.02, Wis. Stats.  
118.25, Wis. Stats.  
42 U.S.C. 12101 et seq.  
29 C.F.R., Part 1630  
Immigration Reform and Control Act of 1986  
8 U.S.C. 1255a

Adopted: 01/25/99

Revised: 08/12/02, 05/19/05, 02/08/07, 12/20/11