

Hardin County Board of Education

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1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools on
3 forms approved by the Board. In a continuing effort to further ensure the safety and welfare of students
4 and staff, the district shall require criminal history records checks and fingerprinting of applicants for
5 teaching positions and any other employee who has proximity to children.¹

6 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
7 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
8 prosecution.²

9 Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of
10 applicants shall be paid by the applicant the first time such applicant applies for a position with the Board.
11 The Board shall not reimburse the applicant if the applicant accepts a position as a teacher. Substitute
12 teachers, school maintenance employees, food service, and transportation employees shall not be
13 reimbursed for criminal history checks and fingerprinting.³

14 In positions that require subsequent background checks, the Board will be responsible for the cost of such
15 background checks, if funding is provided through Federal, State, or Local Grants.

16 The Board assigns to the director of schools the duty to conduct thorough background checks and to ad-
17 vise all applicants that all hiring decisions are contingent upon satisfactory background check results.

18 *Professional Employees*

19 The application must include a transcript of credits earned at the colleges or universities attended along
20 with reference information from persons such as previous employers, college professors and supervisors
21 of student teachers. Other information shall include whether such applicant has been dismissed for cause
22 from a school system. If previously employed by a local board of education, the applicant shall provide
23 evidence of acceptable resignation.

24 No person shall be employed:

- 25 1. Who does not hold a valid license to teach from the State Board of Education;⁴
- 26 2. Who does not present a physician's certificate showing a satisfactory health record of has any
27 contagious or communicable disease in such form that might endanger the health of school
28 children;⁵
- 29 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Ten-
30 nessee and of the United States of America;⁶

- 1 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 5. Who does not receive a satisfactory background check.

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the
- 7 health of the children;⁵
- 8 2. Who is has not complied with the Immigration Reform and Control Act of 1986;⁷
- 9 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals
- 10 from employment for cause; or
- 11 4. Who does not receive a satisfactory background check.

12 **EMPLOYMENT**

13 *Professional Employees*

14 After checking references, the director of schools shall hire and assign qualified applicants.

15 *Initial Employment*

16 Upon initial employment, the director of schools shall notify such person, in writing, of the offer and
17 conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14)
18 days to accept or reject, in writing, the offered employment. From the date of the written acceptance, such
19 person is considered to be under employment with the Board and is subject to all rights, privileges and
20 duties.

21 *Support Employees*

22 After checking references, the director of schools shall hire and assign qualified applicants. The contract
23 of each support employee shall contain a statement regarding the required ninety (90) day probationary
24 period.

Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5- 406 (a)(2)(A)
3. TCA 49-5-413(c)
4. TCA 49-5-403; TCA 49-5-101
5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
6. TCA 49-5-405
7. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110