

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-4.5/4-6.5/4-6</b>	Issued:

## 1 APPLICATION

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

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

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12 Any costs incurred by the Tennessee Bureau of Investigation or any other approved investigation service  
13 in conducting such investigations of applicants shall be paid by the Board the first time such applicant  
14 applies for a position with the Board. If a successful applicant does not remain employed with the Board  
15 for a period of six (6) months, then the costs of the background check will be withheld from his/her last  
16 regular paycheck.<sup>2</sup> All applicants shall be advised that all hiring decisions are contingent upon satisfac-  
17 tory background check results.

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

### 21 *Professional Employees*

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24 The application must include a transcript of credits earned at the colleges or universities attended along  
25 with reference information from persons such as previous employers, college professors and supervisors  
26 of student teachers. Other information shall include whether such applicant has been dismissed for cause  
27 from a school system. If previously employed by a local board of education, the applicant shall provide  
28 evidence of acceptable resignation. <sup>1</sup>

### 29 *Support Employees*

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32 Application process shall be in accordance with procedures approved by the director of schools. Pro-  
33 cedures for screening, interviewing and employment shall be defined or approved by the director of  
34 schools. All employment shall be done in a fair and equitable manner. There shall be no discrimination  
35 on the basis of sex, race, national origin, religion, age or disabilities.

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37 Annually the director of schools shall appoint non-certified personnel.

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39 Each person hired in a regular non-certified position shall be required to complete successfully a pro-  
40 bationary period of six months. The probationary period shall be an essential part of the employment  
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process, and shall be utilized for the most effective adjustment of a new employee. This probationary period may preclude the permanent hiring or promotion of any employee whose performance does not meet the required standard of work.

**EMPLOYMENT**

*Professional Employees*

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants. <sup>3</sup>

*Initial Employment*

Upon initial employment, the director of schools shall notify such person, in writing, of the offer and conditions of employment.

*Support Employees*

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants.

Legal References:

- 1. TCA 49-5-406
- 2. TCA 49-5- 406 (a); TCA 49-5-413(b)
- 3. TCA 49-2-301(b)(1)(J)(L)(EE); TCA 49-2-303 (b)(3)

Cross Reference:

Compensation Guides & Contracts 5.110