

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: November 18, 2004

REVISED: August 17, 2006, June 18, 2015

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Joint Operating Committee recognizes the role that qualified and competent classified employees contribute to the effective operation of the vocational technical programs of the school.
2. Authority SC 1850.1	The Joint Operating Committee shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the school.
3. Guidelines	<p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director. All personnel to be employed are to appear on an agenda for Committee action.</p> <p>No person shall be employed who is related to any member of the Joint Operating Committee, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>
42 U.S.C. Sec. 653a	The school shall submit a New Hire Report for each employee required to be reported by law.
SC 111 23 Pa. C.S.A. 6301 et seq	No candidate shall be employed until such candidate has complied with all the PDE mandatory background check requirements for criminal history, child abuse, and a successful FBI fingerprint check as provided for in Act 114, Act 168, and all other PDE mandated background checks and certifications, and the school has evaluated the results of that screening process.
4. Delegation of Responsibility Pol. 104 P.L. 88-352	The Administrative Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Joint Operating Committee policy and state and federal law.

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<p>P.L. 92-318 42 U.S.C. Sec. 12101 et seq</p>	<p>The administration may administer screening tests that bear upon the candidate's ability to perform the essential functions of the position.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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