

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: APPOINTMENT OF  
PERSONNEL

ADOPTED: December 16, 2004

REVISED: June 18, 2015

REVIEWED: May 21, 2026

404.3 APPOINTMENT OF PERSONNEL	
1. Authority	<p><b>Authority</b> All personnel shall be approved by the Joint Operating Committee by a vote following recommendation by the Administrative Director.</p>
2. Delegation of Responsibility	<p><b>Delegation of Responsibility</b> Should a person so recommended be rejected by the Joint Operating Committee, it shall be the duty of the Administrative Director to make another recommendation.</p> <p>It shall further be the Administrative Director's responsibility to see that each person recommended for employment shall meet all qualifications established by law and by the Joint Operating Committee for the type position nominated.</p>
3. Guidelines	<p><b>Guidelines</b> The provisions of the School Code of Pennsylvania shall govern the election of all personnel. Successful applicants shall be notified in writing of their appointment by the Joint Operating Committee Secretary. Appropriate administrative personnel will provide an orientation. The following documents shall be completed and forwarded to the Administrative Director's Office:</p> <ol style="list-style-type: none"> <li>a. Contract (for Temporary Professional Employees only)</li> <li>b. Retirement and various insurance applications (Business Office).</li> <li>c. Withholding exemptions(s) form (Business Office).</li> <li>d. School Personnel Health Record (physical examination)</li> <li>e. Tuberculin Test Results</li> <li>f. 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 mandated background checks and certifications. (original must be viewed).</li> </ol>

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	<p>g. Employment Eligibility Verification (Form I-9 -Alien Form).</p> <p>h. The successful applicant will also present an appropriate professional certificate or an application for such to be registered with the PA Department of Education.</p>
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