

### Non-Teaching Staff Selection and Appointment

The Board of Education has the legal responsibility to appoint all non-teaching employees. The duty of recruiting and selecting members of the non-teaching staff is assigned to the Superintendent of Schools. In carrying out this responsibility, the Superintendent will involve various administrative department staff as needed. This policy pertains to all prospective employees eligible for membership in the New York State Employees' Retirement System.

All non-teaching personnel selected for employment by the district must be recommended by the Superintendent of Schools and approved by the Board of Education thereby authorizing payment for services rendered as provided for by Civil Service Law. A roster of substitute non-teaching personnel will be presented to the Board for their approval thereby authorizing their limited employment as needed.

The Board of Education offers the following criteria to be used in the recruitment, selection and appointment of appropriate non-teaching staff members for the school district:

1. There will be no discrimination in the hiring process due to age, gender, creed, race, color, national origin, sexual orientation or disability.
2. Candidates for non-teaching positions must provide evidence of meeting the Civil Service eligibility requirements, where applicable, for the position for which they are a candidate. No recommendation for full-time employment will be made for a candidate not meeting Civil Service requirements. Vacancies for positions where appropriate candidates are unavailable may be filled by temporary appointment under Civil Service regulations.
3. The quality of support staff is enhanced by a staff with diversity in educational preparation, geographic backgrounds and previous work experiences. Effort will be made to maintain and increase diversity and inclusion in Chenango Valley's support staff personnel.

The employment of non-teaching personnel will adhere to the following guidelines:

1. A verbal offer of employment is made to the candidate subject to approval of the recommendation by the Board of Education.
2. Verbal acceptance of the offer by the candidate subject to approval of the recommendation by the Board of Education.
3. Formal recommendation of the candidate to the Board of Education by the Superintendent of Schools.
4. Approval of the candidate by resolution of the Board of Education.
5. Notice of Board of Education action communicated to the candidate.

CHENANGO VALLEY CENTRAL SCHOOL DISTRICT  
SECTION III – Policy No. 1 - Non-Teaching Staff Selection and Appointment (CV policy)

Dec. 2015/Legal review

Adopted: 02/16/83

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6. Formal written acceptance of the appointment by the candidate. The signed Oath of Allegiance is considered formal written acceptance by the candidate.
7. New York State Screening Test for New Employees (fingerprinting). Candidate will be responsible for payment of all fingerprinting and associated fees. Bus driver fingerprints are submitted to DMV (instead of TEACH) and are paid for by the district.