

(Classified)

## EMPLOYMENT/ASSIGNMENT/RESIGNATION

### Appointment of Classified Personnel

The Superintendent/designee shall employ classified employees necessary for the appropriate functioning of the District. The Superintendent/designee shall have full power and authority to assign, transfer/reassign employees, as needed, to positions in any location in the District.

The following criteria shall apply to the recruitment and selection process of all District personnel:

1. The District shall seek highly qualified and desirable applicants.
2. The District shall make selections for positions based solely on merit. Consistent with applicable federal, state, and local laws and regulations, eligibility for employment shall not be influenced by an applicant's race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

#### a. Condition of Employment

As required in NRS 391.100, each applicant for employment must submit to the School District a full set of his/her fingerprints and written authorization for a criminal history report.

#### b. Offers of Employment

After an applicant has been selected for employment or promotion, the Superintendent will notify the site administrator who will extend (when applicable), the following:

- 1) A "notification of background check" if non-medical checks are required (i.e., background, criminal, DMV, consumer reporting, drug test).
- 2) A "bona-fide conditional offer letter" (if medical exam is required). Once non-medical checks and tests have been successfully passed, this letter will condition the offer on passing required medical examinations.
- 3) A "formal job offer letter" once all applicable non-medical and medical checks and exams have been passed; this letter will include the terms and conditions of employment.

Prior to notifications/letters being extended, the site administrator may contact the applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered an official job offer.

**Note:** All non-medical checks must be completed before applicant is subject to medical exams.

#### c. Equal Qualifications

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the district must give preference first, to honorably discharged

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military personnel who are citizens of the State of Nevada and second to citizens of the State of Nevada.

d. Disqualification for Hire

If the District obtains documented information that a candidate selected for hire has been convicted of a felony involving physical violence or moral turpitude, that candidate will not be hired and the District will withdraw any contingent offer of employment. If the candidate has begun work, employment shall be ended. The District will inform all applicants of this requirement.

e. Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by the District, the District will conclude that the applicant has declined the position and remove the applicant from the eligible list.

f. Pre-Employment Drug Screening for Safety-Sensitive Positions

- 1) The District may require successful applicants, for safety-sensitive positions (as identified by the District) to consent to a pre-employment drug screen. The District will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the District, as a condition of employment, to conduct through the District's designated laboratory testing facility, a drug screen test. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.
- 2) The District may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.
- 3) The District will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
- 4) The District will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the District for a period of 12 months. The District shall disqualify the applicant on the basis of failure to pass the applicable test(s).

NO ADMINISTRATIVE REGULATION

Reference: NRS 391.100

**End of Policy**