

EMPLOYMENT

The employment of personnel shall be made by the Board only upon the nomination and recommendation of the Superintendent. In a case where the Board chooses not to employ any or all of the persons nominated, the Superintendent shall nominate others and submit the same to the Board at such time as the Board may direct.

It shall be the policy of the Board to open all vacancies to all qualified candidates irrespective of sex, race, color, religion, disability, age, political affiliation, marital status, or national origin.

Requirements for the employment of professional personnel are found in Sections 18-4-10, 18A-2-1, 18A-2-2, and 18A-4-7a of the West Virginia State Code.

Requirements for the employment of Service Personnel are found in Sections 18-4-10, 18A-2-5, 18A-2-6, 18A-4-8b, and 18A-5-8 of the West Virginia State Code.

When a contract for employment is tendered to a prospective employee, it shall be stipulated by notation thereon that the contract will be void if it is not signed and returned to the Board Office by a designated date. The date designated on the contract for professional personnel shall be 14 calendar days from the date the contract is mailed from the Board Office, except after July 1, the date designated shall be 10 calendar days from the date the contract is mailed from the Board office. For service personnel the date designated shall be 30 calendar days.

Except in emergencies, an employee of the Board shall not begin employment until all of the following materials are on file:

- A signed copy of the contract;
- Birth certificate, or copy made from the original;
- INS form with supporting documents;
- Drug-Free Workplace Policy statement signed and dated;
- X-ray or tuberculin test results within one year of date of employment,
- Employee's Withholding Allowance Certificate
- Social Security Number
- Membership Enrollment Form for the State Teacher's Retirement System; and
- Submission of fingerprints for background check.

All professional personnel must also submit a copy of the following:

- Current transcript of credits;
- Copy of a valid teaching certificate;
- Record of teaching experience from other counties and states;
- Accumulated sick leave from another county in West Virginia; and
- Such other forms as required by state and federal law.

All service personnel must present necessary forms and certificates as required for the employment in their job classification.

SOURCE: Board of Education Minutes

DATE: June 18, 2001

LEGAL REFERENCE: W V State Code §18A-2-4, §18A-2-5
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