

## 5.0 EMPLOYMENT OF CLASSIFIED PERSONNEL

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent or designee and such others as he/she shall designate.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person employed in the District, when not covered by the terms of a negotiated agreement.

The District staff will process all applications for employment in the manner specified hereinafter. All applications for classified employment shall be referred to the Superintendent or his/her designee and, as appropriate to the Treasurer.

Relatives (father, mother, brother, or sister) of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on their employment.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of classified employees prior to approval by the Board is authorized when their employment is required to maintain continuity in the District. Retroactive employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall recommend candidates, who in his/her judgment are best qualified to perform the duties of the position they will fill without regard to race, sex, religion, age, creed, ancestry, national origin, or disability in compliance with all state and federal laws, and Board policies.

The administration shall seek candidates for employment who possess the following attributes:

- A. Good character;
- B. Appreciation of children;
- C. Good health and physical efficiency; and
- D. Emotional and mental maturity.

The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he/she is being considered.

The administration should seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

The Superintendent (or his/her designee) shall conduct a criminal background check on each candidate recommended for employment.

### **Employment of SERS Retirees**

**To be considered for rehiring, a classified employee must have been a full time employee of the Franklin Local School District for a minimum of 30 years and be in good standing with the district. The Board will consider employing SERS retirees on an individual basis when the retiree specifically agrees to the conditions:**

- 1 The employee will receive a one-year limited contract of employment (if employed after the start of the school year, the contract will be for the remainder of that school year). Each one-year contract for a rehire shall automatically expire at the end of each year school year. Rehires will not accumulate seniority and shall be the first in line to be separated from employment in the event of a reduction in force within the rehire's classification.
- 2 Retirees shall be placed at Level 1 of the appropriate job classification of the salary schedule and shall remain at Level 1 for all subsequent limited contracts.
- 3 Rehires shall not be entitled to participate in the District's group insurance plans. However, to the extent that rehires are not eligible for the primary coverage under a SERS health benefits plan, they will be eligible to enroll in the District's health benefits plan on the same terms as other classified employees. The Board will reimburse an employee who is enrolled in an Ohio public retirement health plan or a spouse's plan with another employer for the primary coverage his/her monthly premium copay up to \$150 monthly. If this can be tax-sheltered through the flexible spending plan, the Board will do so. The full time employee can enroll in the Board's dental plan in the same manner as other classified employees.
- 4 The employee will not qualify for severance pay. Sick leave and personal leave will accrue in the manner provided by law and Board policy.
- 5 If the position is eligible for vacation, 10 work days will be granted, each year the employee is granted a new limited contract. Vacation days cannot be carried over.

\*\* This policy creates no right to or expectation of reemployment for SERS retirees.

**SERS Retire-Rehire Request Form**

I wish to request reemployment by the Board of Education as a retire-rehire classified employee (Rehire). I understand the Board may, at its sole discretion, fill any classified vacancy with a previously retired classified applicant subject to the conditions provided below:

- A. Rehires shall be awarded one-year limited contracts that automatically expire at the end of each school year without any non-renewal notice. Rehires may be re-employed from year to year with Board approval, but shall not be eligible for continuing contract status.
- B. Rehires will not accumulate seniority after rehire. Rehires shall be the first to be laid off in the event of a reduction in force within the Rehires classification.
- C. Rehires shall be placed at Level 1 of the appropriate job classification on the salary schedule and shall remain at Level 1 for all subsequent limited contracts.
- D. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if rehired.
- E. Rehires shall not be entitled to participate in the District’s group insurance plans. To the extent Rehires are not eligible for primary coverage under a SERS health benefits plan, they will be eligible to enroll in the District’s health benefits plan on the same terms as any other bargaining unit or staff member. The Board will reimburse a Rehire who is enrolled in an Ohio public retirement health plan or a spouse’s plan with another employer for primary coverage for the cost of his/her monthly premium copay up to \$150 monthly. If this can be tax-sheltered through the flexible spending plan, the Board will do so. A full-time Rehire can enroll in the Board’s dental plan in the same manner as other classified employees.
- F. Rehires will not qualify for severance pay. Sick leave and personal leave will accrue in the manner provided by law and Board policy.
- G. If a Rehire fills a position that is eligible for vacation leave, ten (10) work days will be granted for use during the contract year in which the Rehire is granted a new limited contract. Vacation days cannot be carried over.
- H. Rehires who are bargaining unit members will be entitled to all other contract benefits available to unit members unless otherwise limited by specific provisions of the contract.

I understand these conditions require me to waive rights that I possess under Ohio law or Board policy. I specifically affirm that I have had an opportunity to discuss this request form with a representative of my choice. ***I also affirm and certify, under penalty of falsification of a public record, that I have read and understand this request form, I understand that I am waiving legal rights, and I am signing this form knowingly, voluntarily and of my own free will.***

\_\_\_\_\_  
Employee

STATE OF OHIO ) SS  
COUNTY OF MUSKINGUM )

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

