

# **LITTLETON ACADEMY POLICY**

<b>CODE:</b>	<b>GDD</b>
<b>NAME:</b>	<b>Classified Staff Hiring and Assignment</b>
<b>DATE:</b>	<b>February 20, 1997</b>
<b>REVISED:</b>	

The support of the highest quality classified employees is crucial to the success of Littleton Academy. Therefore, the Governing Board will make every effort to attract and retain the very best people in all of the Academy's classified positions.

## **Selection Criteria and Procedures**

The principal shall select the best qualified applicant for each position, without regard to age, race, color, creed, sex, marital status, national origin, religion, ancestry or place of residence.

## **Qualifications**

Classified employees shall be qualified by their training, experience and general competence, as determined by the Governing Board. They shall hold such licenses, certificates or special qualifications required by Colorado law or Littleton Public Schools policy, unless such matters have been waived. Classified employees shall also set an example of self-motivation and self-discipline for students, staff and community and demonstrate honesty, personal responsibility and respect for others in the performance of their duties.

## **Other Requirements**

Upon employment, classified employees shall file with the Littleton Public Schools:

- A tax form W-4

- A health certificate signed by a physician on a form provided by the Littleton Public Schools

- A Public Employees Retirement Association membership application form

- Authorization and application for any other form of payroll deduction

- US Department of Justice (Immigration and Naturalization Service) Employment Eligibility Verification form I-9

Food service employees shall have a valid TB test certificate before employment.

## **Assignments**

No Littleton Academy employee shall be assigned to a position, which makes him or her the direct supervisor or evaluator of a member of his or her immediate family. Members of an immediate family for the purpose of this policy are: spouses, children, stepchildren, parents, stepparents, siblings, stepsiblings, mothers-in-law, fathers-in-law, grandparents, grandchildren and persons residing in the same quarters as an Academy employee at least one-half of each month in the immediately preceding twelve month period or receiving at least one-half of their financial subsistence from an Academy employee each month in the immediately preceding twelve month period, regardless of their legal relationship to the Academy employee.