



Book	Policy Manual
Section	500 Support Employees
Title	Employment Procedures
Code	504
Status	Active
Adopted	June 10, 2004
Last Revised	April 16, 2023
Last Reviewed	June 22, 2023

Authority

All non-certificated support employees are approved by the Board upon recommendation of the Superintendent. Such approval is to a position within the Springfield School District (“District”) and not to a specific location.

When circumstances require a recommended candidate to commence employment prior to the Board of School Directors’ (“Board”) meeting at which formal approval would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next regular meeting. Unless the Board votes to approve the employment of such employee at its next regular meeting following the commencement of employment, such employee's employment will terminate immediately.

The District will comply with all existent federal and state laws relative to the matter of nondiscriminatory employment and in accordance with other District policies. Applications will be considered in the order received on the basis of individual qualifications and merit without regard to race, creed, sex, color, age, or national origin. No candidate shall be employed until such candidate has complied with the mandatory criminal history background check, including any federal requirements, and child abuse clearance requirements, and the district has evaluated the results of that screening process.

Delegation of Responsibility

The Superintendent will develop and publish administrative guidelines which are consistent with this policy.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.