

## **Chapter: Personnel**

### **Title: Hiring Procedures for Calhoun County Schools**

Calhoun County Board of Education, upon the recommendation of the Local Superintendent, will annually adopt West Virginia Department of Education **Policy 5000** as its officially hiring policy and adhere to the procedures within.

Calhoun County Board of Education requires that all newly hired employees and current employees complete all paperwork in a timely fashion. Paperwork required by the personnel office and the finance office must be completed within **10 School Days** of the board action date. Current employees must have all paperwork required for certification completed and delivered to the certification officer **10 days** prior to the completion date of the online application by the certification officer. Paperwork includes all payroll paperwork, certification information, fingerprinting, and all other needed information by either of these departments.

Upon Board Action to hire of a new employee, that employee must immediately meet with the payroll supervisor and the certification officer to get needed paperwork in order to meet the **10-day requirement.**

Failure to comply with above regulations may result in the denial of the first day of work and/or **forfeiting** the execution of said contract for new employees by the Calhoun County Board of Education. Failure to comply with certification requirements of the posted job for current employees will be considered incompetence and may result in the **termination** of said contract with Calhoun County Board of Education.

The Calhoun County Board of Education does extend the right to the Local County Superintendent to give temporary approval to employees upon an **emergency** situation as determined by the County Superintendent. An emergency situation is one that the County Superintendent determines to have detrimental impact on the safety or education of a child. This request must be in writing prior to the 10-day requirement expiring.

**References: WVDE Policy 5000**

**CCBOE**

**Adoption Date:**

**Amended Date:**

**Review Date: April 18, 2017**