



Section: CLASSIFIED EMPLOYEES
Title: EMPLOYMENT OF CLASSIFIED EMPLOYEES
Adopted: February 20, 1996
Revised: October 18, 2005
 August 21, 2007

	502. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Joint Operating Committee recognizes the role that qualified and competent classified employees contribute to the effective operation of the vocational technical programs of the Lebanon County Career and Technology Center.	
2. Authority	The Joint Operating Committee shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the Lebanon County Career and Technology Center.	SC 1850.1
3. Guidelines	<p>For the purposes of the 500 section of Joint Operating Committee policy, classified positions shall be deemed to be: clerical, cafeteria, maintenance, custodial, instructional aide, health room assistant, school police officer and warehouse personnel.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>When any recommended candidate has been rejected by the Joint Operating Committee, the Administrative Director shall make an alternate recommendation.</p> <p>No person shall be employed who is related to any member of the Joint Operating Committee, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>Utilization of classified employees prior to employment approval by the Joint Operating Committee is authorized when necessary to maintain continuity of services in the Lebanon County Career and Technology Center. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the Lebanon County Career and Technology Center has evaluated the results of that screening process.</p>	<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>

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<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Joint Operating Committee policy and state and federal law.</p> <p>The Administrative Director or designee shall seek candidates of good moral character who possess the following attributes:</p> <ul style="list-style-type: none"> • Ability to complete essential job functions. • Appreciation of children. • Emotional and mental maturity. <p>The administration may administer screening tests that bear upon the candidate’s ability to perform the essential functions of the position.</p> <p>The administration shall seek recommendation from former employers and others to assess the candidate’s qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>References: School Code – 24 P.S. Sec. 111, 1850.1 State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq. Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Federal Anti-Discrimination and Civil Rights Laws - 20 U.S.C. Sec. 1681 et seq. (Title IX) 42 U.S.C. Sec. 2000e et seq. (Title VII) Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Joint Operating Committee Policy – 104.</p>	<p>20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p> <p>42 U.S.C. Sec. 12101 et seq</p>