

## **GDF - SUPPORT STAFF HIRING**

The Superintendent is directed to oversee the recruitment and hiring process for support personnel, and has the authority to hire support employees subject to approval of the School Board.

All new employees are subject to a criminal background check as outlined in Policy GBCD.

This policy may be superseded by a collective bargaining agreement.

**TRAINING** – It is the responsibility of the Superintendent or designee to coordinate activities and training sessions that will aid support personnel in learning the requirements of their position. Prior to assuming his/her duties, each support employee will be advised of policies, regulations, and laws relevant to their specific responsibilities.

**PROBATIONARY PERIOD** – A probationary period for support personnel is defined as the first ninety (90) days of employment for a new employee or for an employee who has been rehired following a break in service.

Support staff subject to a probationary period will receive a letter acknowledging their hire subject to the probationary period. Upon successful completion of the probationary period, paraprofessionals will receive an employment contract per the collective bargaining agreement and support staff will receive a letter of intent.

### Statutory/Regulatory/Policy/Handbook Cross References

Policy GBCD (Background Investigation and Criminal Records Check)  
Handbook (Referenced in Handbooks)

APPROVED/REVISED: July 20, 2006, August 17, 2006, August 20, 2009