

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring Sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Employment of KPERS Retirees

- Individual who are retired under KPERS at employment or re-employment must apply for a vacant position, have their applications reviewed by the appropriate district employees, be interviewed and have been offered a position pending board approval;
- Salary and benefits will be determined according to the needs of the district;
- The salary and employer KPERS contribution amounts determined for individuals retiring from the district and re-hired to a comparable position will not result in a net increase in cost to the district for the individual's services.

- The district funded 403-b account will not be available to retirees.

Approved: 4/10; Revised: 10/14