

## HIRING AUXILIARY PERSONNEL

Date: August 10, 1999

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All school personnel must be employed by the Board of Education on the recommendation of the Superintendent of Schools. The Professional Standards Commission prescribes minimum qualification requirements for certain positions. All personnel recommended for employment must meet the minimum requirements for employment. The Superintendent of Schools is authorized to place under temporary employment non-professional personnel to fill vacancies as needed, provided all employment policy and procedure requirements have been applied and cleared. Board of Education approval of such employees shall be requested at the next Board meeting where official personnel action shall be taken.

The Board prohibits personnel assignments which require the direct supervision of one family member over others of the immediate family. **Immediate family is defined as father, mother, brother, sister, son, daughter or spouse of the employee concerned.**

All employees of the Board of Education must take and sign an oath of allegiance to hereby solemnly swear and affirm to support the Constitution of the United States and the Constitution of Georgia, required by O.C.G.A. 45-3-11.

No employee who fails to take and subscribe to such oath shall be employed in any capacity paid from public funds.

The Board of Education does not discriminate on the basis of sex, age, race, handicap, religion or national origin in the educational programs and employment opportunities in facilities or programs operated by the Columbia County Board of Education. Non-professional employees must be American citizens or aliens who are authorized to work in the United States as required by the Immigration Reform and Control Act of 1986.

O.C.G.A 32-1022,32-1023,32-1024

**PROCEDURE: YES**

**ADOPTED: 8/13/91**

**REVISED: 12/14/93, 10/01/97**

**Columbia County Board of Education**