

**Board Policy****Descriptor Code: GBD****Professional Personnel Hiring****Administration of an Oath**

The Muscogee County School District shall uphold the State law which requires that every teacher in the public schools, colleges, and universities and other employees of the District take and subscribe to a solemn oath to uphold, support and defend the constitutions and laws of Georgia and of the United States. The oath of each teacher or other employee of the District shall be filed in the Office of the Superintendent of the local school district in the form of the State "Security Questionnaire." No teacher or other employee who fails to take and subscribe to such oath shall be employed.

**Procedures for Staffing**

The staffing for the School District is a joint responsibility of the Chief Human Resources Officer and the principals, directors/supervisors. Whenever a vacancy occurs, the administrator should notify the Human Resources Office immediately so that steps can be taken to find the most qualified person available for this position.

**Consultation with the personnel officer should proceed with the following action:**

1. It will be the responsibility of the Chief Human Resources Officer to make a thorough investigation of the personnel files and recommend to the administrator the best-qualified person(s) available.
2. The Chief Human Resources Officer will discuss the qualifications of the best applicant(s) with the administrator and arrange for the applicant(s) to have an interview with the administrator.
3. After the administrator has had an interview with the applicant(s), a recommendation shall be made to the Assistant Superintendent for Personnel for or against employment.
4. If the application is recommended by the administrator and the Chief Human Resources Officer concurs with the recommendation, the applicant shall return to the Personnel Office and sign a contract as well as complete all other employment paperwork necessary for employment in the Muscogee County School District.
5. The recommendation then goes to the Superintendent who refers it to the Board of Education for confirmation.

It should be noted that the Human Resources Department will work with the principals and directors in recommending paraprofessionals, secretaries, substitute teachers, custodians, plant services personnel, school nutrition workers and all other support personnel for employment, following the same basic procedure as for professional personnel.

### **Work Experience**

The Muscogee County School District seeks to employ knowledgeable and experienced professionals who are properly certified. Thus, professionals will be granted the benefit of their verified total work experience in this system and other PSC accepted accredited school systems when determining pay levels upon being hired. This would also include three (3) years of creditable military service.

### **Fingerprinting/Criminal Records Check**

Effective July 1, 2000 all personnel, certificated as well as noncertificated, employed by the Board shall be fingerprinted and have a criminal record check. A certificated person may, however, be employed under a provisional or temporary contract for a maximum of 200 days to allow for the receipt of the results of the criminal record check.

All certificated personnel whose employment is renewed in this school district after July 1, 2000 shall have a criminal record check made as required above upon certificate renewal application for which the person is employed to the Professional Standards Commission.

Additionally, all non-certificated employees will have a criminal record check completed every fifth (5<sup>th</sup>) year of employment.

### **EMPLOYMENT OF RELATIVES**

It is the policy of Muscogee County School District to allow the employment of relatives.

The following application of this policy will be used when determining employment, promotion, or transfer:

- A. Immediate relative(s) may not be employed or work in the same department or

school where they would be working under the same immediate supervisor.

- B. Relatives may not work directly under each other as subordinate superior relationship.
- C. Employees who marry each other are responsible to report such marriage to Human Resources. Senior administration will review each case on its own merit to determine appropriate action to take, if any.
- D. For the purpose of this policy, immediate relatives are: spouse, parent/step-parent, child/step-child, brother, sister, brother in-law, sister in-law, father in-law, mother in-law or grandparents.

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**ADOPTED:                March 18, 2002**  
**LAST REVISED:        November 17, 2003**

**MUSCOGEE COUNTY BOARD OF EDUCATION**