

## PERSONNEL

Through its personnel policies, the Board wishes to establish conditions that will attract, support and retain the highest qualified personnel who will devote themselves to the education and welfare of our students.

It is the policy of the New Berlin Board of Education that the superintendent and /or his designee have sole responsibility for the selection, placement, evaluation, transfer, and termination of employees within the provisions of state laws and federal regulations.

Accordingly, the District will use an effective staffing program to secure School District employees. It is the responsibility of the Superintendent and/or designee to determine personnel needs in order to locate suitable candidates for employment. An estimate of the cost of the staffing and selection program will be made annually by the Superintendent to the Board for inclusion in the annual budget.

There shall be no discrimination against any employee or applicant by reason of age, race, color, sex, creed, national origin, religion, handicap disability, marital status, sexual orientation, arrest or conviction record (unless there is a substantial relationship between the crime and the job), military or veteran status or any other such factor as may be specified in any law from time to time applicable to the District. The superintendent is responsible for the final selection of desirable candidates for recommendation to the Board of Education. The superintendent and /or his designee shall see that persons nominated for employment meet all qualifications established by law for the position for which nomination is made.

The superintendent and /or his designee shall establish a district-wide personnel handbook, approved by the Board. Said personnel handbook shall include, but not be limited to, job descriptions, hiring guidelines and relevant operating procedures.

Proposed: 1/7/94  
Revised: 5/23/11