

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Classified Employees	
Procedure No. 032	Eff. Date: 10/13/2014
Implements Board Policy (ies) <u>4120-Employment of Classified Employees</u>	Last Reviewed: 10/13/14

1. Background

Describe relevant background to the implementation of the policy.

The District shall approve the terms of employment, and set, when not covered by the terms of a collective bargaining agreement, the compensation for each classified employee of the Board.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- A candidate for employment must provide evidence of the required license and qualifications for the position
- Classified employees also must pass a background check performed by the Bureau of Criminal Identification and investigation.

Falsification of information provided in applying for employment shall be grounds for dismissal.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.