

SUPPORT STAFF HIRING

Clerical Help

Clerical help will be hired according to the following procedures:

- A. Vacancies will be advertised.
- B. All candidates will be screened by the administrator involved.
- C. Successful candidates will be interviewed by the above mentioned who will recommend one (1) person to the Superintendent.
- D. The Superintendent will determine the wages to be paid according to the current pay scale.
- E. All clerical help will work the hours specified on the working agreement which they sign.
- F. No clerical personnel shall be dismissed from duty time while being paid for that time without the express consent of a Central Office Administrator.

Adopted: Prior to 1988
Revised: November 1994
Revised: November 25, 1997
Reviewed: January 22, 2002
Reviewed: May 4, 2009