

**PERSONNEL - NON-CERTIFIED****VACANCIES: SUPPORT STAFF HIRING**

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

**I. HIRING PRACTICES**

**A.** No inquiry in regard to an employee's race, color, religious creed, age, sex, marital status, national origin, disability, gender identity, or sexual orientation shall be made of a person proposed for or seeking employment.

**B.** Prior to initial employment, a physician shall certify to the Superintendent of Schools that said employee is in good health and in fit condition for service.

**II. HIRING PRACTICES FOR CLASSIFIED EMPLOYEES**

**A.** Opening or New Position – When an opening occurs or a new position is created for a classified employee (i.e., secretary, clerk, or custodian), it shall be handled in compliance with all contractual rights of bargaining unit employees. After all contractual compliance has been met, the open position is forwarded to the Personnel Director of the Town of Wallingford with a complete job description, rate of pay, etc.

**B.** Interviewing – The Town of Wallingford Human Resources Department shall provide the Assistant Superintendent for Personnel the names, applications, resumes, etc., of the three highest ranked candidates for those support staff positions that are for classified employees.

All candidates shall be interviewed by the appropriate administrators and ranked as to choice. The administration has the right to reject any or all of the three candidates and request additional candidates. When an applicant has been selected, the Assistant Superintendent for Personnel will notify the Town Personnel Office, as well as the appropriate Board of Education staff members (e.g., immediate supervisor, payroll, insurance, etc.).

**III. PROBATION**

**A.** Bargaining unit employees shall serve a six months probationary period as required by contract. These employees shall be evaluated in writing monthly by the immediate supervisor and the evaluation shall be placed in the employee's personnel file. Employees who successfully complete the probationary period will become regular full-time employees.

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**B.** Non-bargaining employees shall be evaluated by their immediate supervisor not less than once a year and a copy of the evaluation shall be placed in their personnel file.

**IV. SUPPORT STAFF SENIORITY**

All support staff shall be given seniority in accordance with contractual agreements. The date to be used in determining seniority shall be the date the employee reports for the first day of work.

**V. PART-TIME AND SUBSTITUTE STAFF EMPLOYMENT**

In order to facilitate the continuation of necessary operations the Board of Education may authorize the Assistant Superintendent for Personnel or designee to hire part-time substitute staff if a need occurs. Any employee that is to be considered for regular continuing status must participate in the competitive process at a later time with all bona fide applicants.

**Legal Reference:** Connecticut General Statutes  
46a-60. Discriminatory employment practices prohibited.  
46a-81c. Sexual orientation discrimination: Employment.

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