

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Identification Badges

ADOPTED: April 27, 1981

REVISED: June 27, 1994

## 345 IDENTIFICATION BADGES

### Purpose

In its dedication to excellence in education, the Board of Education is committed to the employment of the most qualified staff.

### Authority

Upon recommendation of the Superintendent, the Board shall approve the employment and determine responsibilities and compensation for each employee.

Any employee who is related to any member of the Board shall receive the affirmative vote of a majority of all members of the Board other than the member related to the applicant. Relatives shall include: father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle or aunt.

The Superintendent shall report annually to the Board all assignments and reassignments of employees made during the school year, all appointments exempt from the policies and regulations of the Board, and on any subjects as the Board may deem necessary and proper.

The use of applicants prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program or meeting emergency conditions in the operation of the School District. Retroactive employment shall be recommended at the next regular meeting of the Board.

### Guidelines

Appointments to positions are to be made from eligibility lists compiled in score order as the result of examinations. When a vacancy exists, the Office of Human Resources shall certify the top three names on the eligibility list. The Superintendent shall select one of the three.

Appointments of personnel shall be made on merit without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization.

An employee's deliberate misstatement of fact essential to qualifications for employment or determination of salary shall be considered as grounds for dismissal.

All prospective employees must provide the Office of Human Resources:

- a. State of Pennsylvania certification where such certification is required.
- b. Form SPR-164 "Request for Criminal History Record Information" which has been completed by the Pennsylvania State Police. If the applicant is not a resident of Pennsylvania, s/he must also provide an FBI fingerprint card completed by the FBI.

The School District shall consider the criteria set forth below to establish whether an applicant's prior conviction(s) is(are) job-related. A conclusion that a conviction is job related shall result in the rejection of an applicant.

1. The nature, number and circumstances of the offense(s) for which the applicant was convicted;
2. The nature of the position for which the applicant is applying;
3. The length of time between the conviction(s) and the job application;
4. The individual's employment history, including work record;
5. The individual's efforts for rehabilitation.

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines: candidates of good moral character who possess the following attributes: successful educational training and experience, scholarship, and intellectual vigor, appreciation of children, good physical health, emotional and mental maturity and stability.

Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel as well as non-District so that they may apply for such positions.

Screening procedures shall be used, as necessary, to determine the candidate's ability to perform the tasks for which the candidate is being considered.

Recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications shall be sought. Such records shall be retained confidentially and for official use only.

All employees, regardless of position, must be fingerprinted and photographed for identification purposes. All information shall be kept confidential. The identification card shall serve to admit employees to the various school buildings in the course of their duty assignments.

Candidates shall be recruited and recommended in accordance with Board policy as well as state and federal law. The Office of Human Resources shall make appointments on merit without regard to race, religion, color, national origin, sex, sexual orientation, marital status, or membership in an employe organization.

Exception to this policy shall be made for the following:

- a. Deputy superintendents, associate superintendents, regional superintendents, directors of departments responsible directly to the Superintendent or any deputy superintendent, and such personal assistants as the Superintendent may require.
- b. Persons employed by contract to perform special services for the District where the Superintendent certifies that such services cannot be performed by District employees.
- c. Persons temporarily appointed or designated to make or conduct a special inquiry or study, or to perform a special service of a unique character which cannot or should not be performed by District employees.

Physical examinations shall be required of all employees as follows:

3.131 Prior to employment by a licensed physician designated by the School District.

1. A tuberculosis examination upon initial employment and every two years thereafter.
2. Results of these examinations shall be made known to the Superintendent on a confidential basis, discussed with the employee, and made part of the employee's record.
3. When an employee is found to be unfit to perform duties assigned by the District because of physical or mental condition, the employee may be transferred to an available position for which s/he is qualified upon the recommendation of the Superintendent and in accordance with Board Policy and collective bargaining agreements.

**Legal References:**

1. Board of Education Policy No. 101
2. Board Resolution, June 22, 1981
3. State School Code, SS 1106, 1142, 1146, 1111, 1201, 1418, 28:SS23.43
4. Home Rule Charter, 12-401, 12-308
5. P. L. 93-318, Title IX