

**GENERAL EMPLOYMENT POLICY FOR FACULTY  
AND STAFF**

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Kawaikini shall recruit, employ, develop, and retain highly qualified persons to provide competent, efficient, dedicated, and ethical services in support of the education of our students in accordance with the merit principle and equal opportunity laws.

Prior to hiring any person, in accordance with state law the school shall conduct background checks with the Hawai'i Department of Education and previous employers regarding the applicant's fitness for employment.

All applicants recommended for a position in the school shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law.

The Board shall officially appoint all employees upon the Director's recommendation; however, temporary appointments may be made pending Board action.

All employment procedures shall be in compliance with relevant state and federal laws, GB policies, and applicable collective bargaining agreements.

ADOPTED: 9/6/07

REFERENCES: *Kawaikini Detailed Implementation Plan* (September 7, 2007)