

GENERAL EMPLOYMENT POLICY FOR FACULTY AND STAFF

HUM

3001-A

Policy overview: General guidelines for faculty and staff employment.

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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 full-time employees upon the Executive Director's recommendation; however, temporary appointments may be made pending Board action (ratification). The position description for a given position shall indicate whether Board approval is required.

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

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ADOPTED:	3/15/18
REPLACES:	3001
SOURCE:	
LEGAL BASIS:	
DOCUMENTS IMPACTED:	Position descriptions