

COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043-9798

DISTRICT EMPLOYMENT PROCEDURES

- A) District Posting
 - 1. All applicants are tested
 - 2. Bus driver applicants - background check, CDL, pre-test, prerequisite training, bus driver training class and CDL Skills Test
 - 3. Child Care Giver applicants - background check, pre-employment period
- B) Selection and interview are set up
- C) Reference Check
- D) Recommendation to Superintendent of Schools
- E) Superintendent – Re-check
 - 1. Application
 - 2. Reference Form
 - 3. Recommendation
 - 4. Test Results
- F) Job Offer
 - 1. Physician Clearance
 - 2. Drug Screening and Criminal Background Check
 - 3. Job Description
- G) Recommendation to the Board of Education for Hire
- H) District's Orientation (after being hired by the Board of Education)
 - 1. Sexual and other forms of harassment (P/AG/F 3362/4362)
 - 2. Threats against staff members (P/AG3362.01/4362.01)
 - 3. Emergency procedures for students and staff (P/AG/8420)
 - 4. Toxic hazard and asbestos (P/AG/F 8431)
 - 5. Casual-contact communicable diseases (P/AG/8450)
 - 6. Non casual-contact communicable diseases (P 8453)
 - 7. Disposal of bodily fluids (AG 8453)
 - 8. Blood-borne pathogens (P/AG/F 8453.01)
 - 9. Child Abuse (A/AG/F 8462)
 - 10. Use of tobacco (P 3215/42145/7434)
 - 11. Student accidents (P/AG/F 5340)
 - 12. Section 504 and ADA for staff (P/AG/F 3122/4122)
 - 13. Section 504 for students (P/AG/F 2260)
 - 14. Child Abuse
 - 15. Right to Know
 - 16. District policies and procedures
 - 17. Radiological Emergency Preparedness
- I) Define Probationary Period
 - 1. Employee task and job performance evaluation
 - 2. Job Description