

# 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