

PROFESSIONAL STAFF HIRING

The Board of Education has the legal responsibility of approving the employment of all professional employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting staff members for all positions except that of Superintendent. In carrying out this responsibility, the Superintendent will involve various administrative and teaching staff members as needed. All professional personnel selected for employment must be recommended by the Superintendent and approved by the Board.

Professional staff members shall be licensed in accordance with the requirements of the Wisconsin Department of Public Instruction prior to employment by the School District of Brodhead, as provided in the Wisconsin Statutes.

According to the Immigration Reform and Control Act of 1986 (IRCA), each prospective employee must verify his/her employment eligibility, and attest under penalty of perjury that the documents he/she has presented (e.g. U.S. Passport, birth certificate, social security card, driver's license) are genuine and relate to him/her. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification. The District will retain a Form I-9 for each employee during the period beginning on the date of hiring and ending three years after the date of such hiring or one year after the date the individual's employment is terminated, as required by law.

It is the policy of the District that no person may be illegally discriminated against in employment by reason of any protected category under State or Federal law.

LEGAL REF: WI. ST. 118.20, 118.21 (2) and 121.02 (1) (a)
Immigration Reform and Control Act of 1986 (IRCA)

Adopted: March 13, 1991
Last Revision: February 8, 2017
Last Review: February 8, 2017
