

## CLEARANCE STANDARDS FOR CLASSIFIED STAFF

Code **GDCFB** ~~Issued~~ **5/09**

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Purpose: To establish the basic structure for clearance standards for hiring or retention of classified staff.

The board seeks only highly qualified employees who are capable of performing their jobs in a satisfactory manner. In order to be eligible for employment with the Charleston County School District, each applicant must meet the following standards.

- The applicant must have no concerns in his/her applicant file, including reliable information from knowledgeable sources, even the applicant's own comments.
- The applicant must have average or above average references, including one from his/her last employer.
- The applicant must undergo a criminal records check and must have no felony convictions during the prior 10 years, **if 10 years of criminal history is available. If 10 years is not available, we will review the most years legally allowed in the reporting state(s).** The district shall review any other criminal history on a case-by-case basis, except that a record of physical assault or criminal acts against children will automatically disqualify an applicant.
- If a current or prior employee with Charleston County School District, the applicant must have **an overall satisfactory performance rating no "needs improvement" or "unsatisfactory" ratings** on his/her last evaluation.
- **In cases, where an**The applicant **has must never have** been dismissed by, recommended for dismissal by, non ~~renewed~~ ~~renewed~~ by, or resigned in lieu of ~~termination~~ ~~dismissal~~ from any employer, **the District shall examine the reasons for termination and make the appropriate hiring decision, based on the needs of the district.** ~~employer.~~

Should the district discover, after hiring an applicant, that the applicant did not meet all of these standards, the district shall immediately dismiss that person.

Adopted 4/24/06; Revised 10/23/06, 5/26/09