



**SCHOOL DISTRICT NO. 9**

**HUMAN RESOURCES DEPARTMENT**

**2023-2024**

**STANDARD OPERATING PROCEDURES**

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**SCHOOL DISTRICT NO. 9**  
**HUMAN RESOURCES DEPARTMENT**  
**STANDARD OPERATING PROCEDURES**

Following are the standard operation procedures for conducting certain operations in the Human Resources Department throughout the school year. Other procedures not covered in this document are addressed in the negotiated collective bargaining agreements (Certified Master Contract with Browning Federation of Teachers and Classified Labor Agreement with the Browning Federation of Classified Employees), Administrative SOP's, Business Office SOP's, District Policy Manual, District Staff Handbooks or the School Laws of Montana. (As circumstances arise, new procedures may be added or amended as needed.)

**Goals**

The goals of the Board of Trustees of School District No. 9 for its employment policy include the following:

1. Secure highly competent staff;
2. Provide strategies and procedures that ensure an equitable and efficient employment process, address personnel recruitment, screening and selection of candidates;
3. Base selection of candidates on their job-related competencies and qualifications to fulfill the job responsibilities and without regard to their race, color, sex, religion, national origin, or any other illegal basis for discrimination

**Administration**

The superintendent, or designee is responsible for recruiting personnel, in compliance with Board policy, but the superintendent will make hiring recommendations to the Board. The District shall hire the most qualified personnel, consistent with budget and staffing requirements and shall comply with Board policy and state law requiring equal employment opportunities and veterans' preferences.

All applicants must complete a District application form in order to be considered for employment. Incomplete applications will be rejected. Completed applications will be secured as confidential information by the superintendent, or designee.

Every applicant must complete an authorization for fingerprint background check form authorizing the District to complete a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Notwithstanding the foregoing, recruitment and selection for the position of District superintendent will be determined by the Board of Trustees and all applications and related information will be kept confidential except to the Board as it determines appropriate.

### **Certification**

The District requires its contracted, certified staff to hold a valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring his/her current, valid certificate to the Human Resources Department at the time of initial employment, as well as at the time of each renewal of certification.

The Human Resources Department will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The Human Resources Department also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### **Preferences**

1. Veterans' Preference - State law requires employers using a scored procedure to add a factor for qualifying veterans who claim the preference in accordance with § 39-29-101 et seq., MCA. These points will be added on both the Application Scoring Worksheet and the Interview Scoring Summary Worksheet
2. Employee Preference - Scoring may be weighted to allow more points for employees who have completed staff development activities that extend employee competencies and such development training is helpful and relevant to the position advertised.
3. Extracurricular - For those extracurricular positions in which the applicants are similarly qualified, the following preferences apply:
  - A. Coaches and sponsors, who were successful in the same extracurricular position with the District in the previous school year, will have preference over all other applicants and may be recommended by the superintendent for hiring.
    - i. Past success in the position will be determined by the superintendent or his /her designee based on performance in the position.
    - ii. Such experience must be consecutive from year to year and in the same activity or sport to be a preference.
4. Other Preferences - Scoring may be weighted to allow more points for qualifications exceeding minimums required for the position such as education, experience, working in schools, etc.

## **Selection**

The final candidate for a vacant position will be selected following a competitive selection process, which is free of bias and special interests, and from as large a pool of applicants as may be reasonably obtained. Browning Public Schools does not permit any person related by consanguinity within the fourth degree or by affinity within the second degree to participate in the selection process (screening or interviewing) for any position.

Testing: Testing may be used to determine the applicant's suitability for a position. Such tests will be relevant to the position and conducted uniformly in a fair and impartial manner with results kept confidential. Testing results will be provided to the interview committee for consideration.

Scoring: Scoring documents will be reasonably accurate to position requirements and in measuring the applicant's suitability for the position. Such documents shall be reviewed periodically by supervisors and employees in those positions for updating.

## **Selection Committees**

Those who screen applicants and interview finalists will be District employees selected by the superintendent, or designee. In general, the interview committee will be chaired by the supervisor of the position and shall include other staff from the same building or department and at least one administrator or similarly assigned staff member from another building or department.

The selection committee that screens or interviews will be as objective as possible, shall have not made any preconceived judgments, and shall not be related to any applicant being considered.

## **Selection Process**

1. Interview committees are to exercise their best judgment in evaluating and scoring finalists. Scores serve as a guide in determining each interviewer's choice, but final selections are subject to the deliberations and consensus of the committee. Significant disparities between scores and selection are to be documented by the committee at the conclusion of its deliberations.
2. The interview committee is to select one finalist to be recommended to the superintendent for hiring. The interview committee may designate up to two alternates in the order decided. The interview committee may conclude that none of the finalists is acceptable and continue to interview other applicants or postpone interviews in order to recruit a wider pool of applicants.
3. Interviews will be open to the public in compliance with the Montana Open Meeting Law MCA 2-3-201.
4. All information, written and verbal, is confidential and is not to be divulged to others

except the superintendent, or designee. An unsuccessful applicant may request results of his/her rating with respect to other applicants. Within five (5) business days of such request, the superintendent, or designee will provide the applicant with a list in which (a) all names, excepting his/hers, will be omitted and (b) individual total scores are shown. No list will be produced, however, if the number of applicants is fewer than three.

Exceptions: The competitive selection process may be unnecessary in the following circumstances:

- A. Coaches and sponsors having preference as provided under the above section, Preferences.
- B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.
- C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors may select and employ as needed. This exception does not apply to temporary employees or short-term workers to be hired for summer work.

The superintendent is directed to establish and implement procedures to carry out this policy.

### **Applications**

- a. **Certified** – Applicants applying for all teaching, administrative or director positions can complete a paper certified application or complete an application online at [HTTP://WWW.BPS.K12.MT.US](http://www.bps.k12.mt.us) . Applications are accepted for advertised positions. Applications are screened by Principal/Supervisor and interviews are scheduled for qualified applicants. Recommendations are submitted to HR Department, then recommended to the superintendent and then submitted to Board of Trustees.
- b. **Classified** – Applicants applying for employment for classified position can complete a paper classified application or complete an application online at [HTTP://WWW.BPS.K12.MT.US](http://www.bps.k12.mt.us) for advertised positions. Applications are screened and interviews are scheduled for the top rated candidates. The number of interviews scheduled varies based upon the number of positions advertised and the number of applications received. All applications must include all required documentation or application will be considered incomplete and applicant will not be considered.

When interviews are completed, the successful applicant and will be notified that they will be recommended to the Board of Trustees for hiring. If the applicant has not completed all paperwork, drug test, and fingerprint/background check, they will be asked to do so at this time, and the recommendation will not be presented to the Board until all requirements are

completed. Should an applicant receive a positive drug test (indicating the presence of a controlled or illegal substances they are not prescribed) or a negative background check, the applicant will be notified and he/she will not be recommended to the Board for hire.

- c. **Extra-Curricular (Coaching) Applications** - Applicants applying for coaching or extra-curricular positions can complete a paper extra-curricular application or complete an application online at [HTTP://WWW.BPS.K12.MT.US](http://www.bps.k12.mt.us) . When positions are advertised, applicant must submit an application to be considered for the position. If an applicant already has an application on file, they need to notify the HR Department of their interest and request their application be considered as part of the pool of applicants. Interviews will be held, after which a selection will be made and the recommendation made to the Board of Trustees by the superintendent. If the applicant has not completed all paperwork, drug test, and fingerprint check, they will be asked to do so at this time, and the recommendation will not be presented to the Board until all requirements are completed. Should an applicant receive a positive drug test result (indicating the presence of a controlled or illegal substances they are not prescribed) or a negative background check, the applicant will be notified and he/she will not be recommended to the Board for hire. In this event, the next highest scoring applicant interviewed may be the successful applicant.
- d. **Substitute Teacher/Paraprofessional Application** - Applicants applying for substitute teaching and/or paraprofessional follow a different process. Applicant must attend a Substitute Teacher Workshop, which are presented throughout the school year. At the workshop the applicant will receive a packet, which includes a substitute teacher application, I-9, W-4, and TB form. All forms must be completed and returned to the Human Resources Department along with a high school diploma or GED. Applicant will then complete pre-employment drug screening and criminal background check process. Upon receipt of successful results, the applicant will be recommended to the Board of Trustees for hire and placed on the substitute list. Certified teachers do not have to attend the Substitute Teacher Workshop, but need to fulfill all other requirements to be recommended to the Board of Trustee for hire and placed on the sub list.
- e. **Temporary Employment Application** - Applicants applying for part-time employment for maintenance, transportation, student activities, extra-curricular, secretarial, food service, facilities, and business office do not need to attend the Substitute Teacher Workshop. Applications may be completed at any time and must include completed application, W-4, I-9, TB test results, and high school diploma or GED. Applicant will then complete pre-employment drug screening and criminal background check process. Upon receipt of successful results, the applicant will be recommended to the Board of Trustees for hire by the superintendent and placed on the substitute list.

### **Eligibility for Employment**

The Board of Trustees of School District No. 9 recognizes that its human resources are the most vital part of achieving its goals and objectives. The selection process for hiring qualified applicants must therefore be rigorous to ensure that those selected are the best qualified and are of good character. Measures are to be implemented to ensure that applicants for positions who will work with children are free of any criminal or other unfavorable background.

In order to be considered for employment with the District, applicants must satisfy the following requirements:

### **Education and Experience**

The minimum level of education to be employed by the District is the attainment of a high school diploma or equivalent general education degree (GED). Depending upon the position, the Superintendent, or designee may allow applicants who are then enrolled in a GED program to be considered for the position providing such applicants submit documentation verifying enrollment as part of the application and a written plan to complete such requirement. If selected for employment, such GED candidates must, in order to maintain eligibility, obtain the required GED and submit evidence of completion to the superintendent thirty (30) days prior to the expiration of the employee's probationary period.

### **Student Eligibility of Employment**

Students, sixteen (16) years of age or older enrolled in Browning Public School may be hired for short-term position outside of the school day. Student must meet the academic eligibility and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSA) Handbook to be eligible for employment. Student academic eligibility requirements are outlined in School Board Policy #3520 (Academic Eligibility). Student employees will be required to complete a pre-employment drug screening only as a condition of employment prior to being recommended to the Board of Trustees for hire.

### **Background Check**

A person must complete a successful background check prior to employment with School District No. 9. A person will not be eligible for employment if he/she receives a negative report per Board Policy. Fingerprinting is done by the Human Resources Department on Tuesday, Wednesday and Thursday at 9:00 am and 2:00 p.m.

1. Ineligibility: Each of the following types of convictions are to be evaluated in determining a person's eligibility to work in the District:
  - a. A person will be ineligible if the background check indicates conviction for:
    - i. a sexual offense, or an outstanding warrant for arrest.
  - b. A person **may** be ineligible if the background check indicates conviction for:
    - i. a felony offense, or
    - ii. a history or pattern of multiple misdemeanors.
  - c. A person assigned fiduciary responsibilities will be ineligible if their background check indicates conviction for any monetary and/or property related offense.
  - d. Any person who may be required to operate a vehicle as part of his/her duties and responsibilities will be ineligible if the background check indicates (i) serious offenses related to the use of a vehicle or (ii) a pattern of minor traffic offenses over the preceding five (5) year period.
  - e. A person who was separated from employment under unfavorable conditions with the district will be ineligible for re-employment.
2. All employment eligibility decisions may be appealed to the superintendent and supplemental information can be provided to challenge the result of the information contained on the criminal background check. The superintendent will make final determination regarding eligibility.

### **Governmental Requirements**

Certain positions require federal or state registration or licensure as a pre-condition for working in the District:

- a. Driver's License: If the position requires the employee to be licensed as a driver, an applicant will be ineligible for consideration if he or she fails to provide documentation of such license with the application. This requirement extends to the commercial driver license (CDL) if required for the position.
- b. Certification: Teachers, specialists, and principals must have or be qualified to obtain appropriate certification to work in the schools. An applicant who does not provide documentation validating certification (or eligibility therefore) with the application will be ineligible for consideration.
- c. Nursing License: Registered nurses must have or be qualified to obtain a professional nursing license to work in the schools. An applicant who does not provide



documentation validating licensing (or eligibility therefore) with the application will be ineligible for consideration.

- d. Other Licenses: A licensing requirement for a position will require the applicant to provide proof of such license with the application. If the applicant holds a similar license from another jurisdiction and it is determined that the applicant need only apply to obtain the required license, the applicant may be considered providing documentation is submitted with the application. Included within this category are licenses for professional and skilled trades.

### **Child Labor**

The child labor provisions of the Fair Labor Standards Act (FLSA) are designed to protect the educational opportunities of youths and prohibit their employment in jobs and under conditions detrimental to their health and well-being. The superintendent, or designee will implement procedures to ensure compliance with FLSA, including:

1. Youths 18 or older may perform any job, hazardous or not, for unlimited hours.
2. Youths 16 and 17 years old may perform any nonhazardous job, for unlimited hours.
3. Youths 14 years old may work outside school hours in non-hazardous jobs up to (i) 3 hours on a school day, (ii) 18 hours in a school week, (iii) 8 hours on a non-school day, and (iv) 40 hours on a non-school week.
4. Hazardous non-farm jobs include driving a motor vehicle and operating power-driven machines and equipment such as tractors and power tools.
5. The district may require an age certificate from an applicant to verify that his/her age meets the minimum age for the job.

### **Drug and Alcohol Testing**

Only the Superintendent, or designee can authorize drug testing. A person must have completed all employment documentation before they will be drug tested. Drug tests are administered by On-Site testing at the School Administration Building. Applicants will be notified of the date and time the test will be conducted. A successful drug test must be completed prior to employment with School District No. 9. A person will not be eligible for employment if he/she receives a positive drug test (indicating the presence of a controlled or illegal substances they are not prescribed) or refuses to be drug tested. The only exception to this is new certified teachers, who need to complete the pre-employment drug screening after relocation. If a newly hired certified teacher has a positive result (indicating the presences of a controlled or illegal substance they are not prescribed), they will be recommended to the School Board for termination. If an employee severs their employment with Browning Public Schools, they will be required to retake a pre-employment drug screening after a twelve (12) month window of time has expired to be eligible for rehire.

The Board of Education of Browning Public Schools acknowledges that the use and abuse of drugs and alcohol within the school community significantly detracts from the District's ability to provide an environment, which maximizes student learning. Employee use or abuse in work related settings of alcohol or illegal drugs constitutes an unacceptable threat to the health, safety and well-being of, not only the individual(s) directly involved, but, the parents and students of our community who are our customers. In response to these concerns, the District hereby formally adopts a *Zero Tolerance Policy* with regard to the use and abuse of alcohol and drugs. Observance of this policy, as described below, is a condition of employment with Browning Public Schools.

The manufacture, use, possession, sale, transfer or distribution of alcoholic beverages or illegal drugs by any employee (regardless of classification) of Browning Public Schools while on the job, on School District property, or using School District vehicles is considered a gross violation of the *Zero Tolerance Policy*. For the purpose of this policy, the term "on the job" is defined as follows: (1) within the normal hours of the work day; (2) any time an employee is required to supervise students during school sponsored activities; (3) during approved professional conferences (within the constraints of the agenda submitted for administrative approval). "School District Property" is defined in the context of School Board Policy 1025 as all real estate properties excepting those which are leased to employees in the provision of housing.

Recommendations for dismissal made by the Superintendent to the Board which factually establish a violation of the "Zero Tolerance" policy and are consistent with appropriate due process will result in termination of employment. Employee conduct related to violations of this policy which result in a recommendation for dismissal will be referred to appropriate law enforcement agencies. Employees will not be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program as an alternative to discharge.

Adult volunteers, chaperones or others serving in any capacity of non-paid assistance to the school district suspected of being in violation of this policy will be subject to termination from all current and future involvement with the Browning Public Schools.

Recognizing that the employees of Browning Public Schools are one of its valuable resources, the Board of Education encourages employees to seek assistance from an appropriate alcohol or drug assistance program *prior* to any incident involving the employee in the manufacture, use, possession, sale, transfer or distribution of alcoholic beverages or illegal drugs while on the job, on School District property, or using School District vehicles.

Employees may, at their discretion, contact their immediate supervisor to request assistance with drug and alcohol use/abuse issues that potentially compromise their employment with the District. If, in the judgment of the superintendent, or designee, an assessment from a certified drug and alcohol counselor confirms a need for treatment at a chemical dependency facility, the employee may utilize sick/annual leave to the extent that he/she has accumulated leave: all excess days utilized for treatment will be without pay. The District assumes no financial obligation for any portion of treatment expense. Employees are expected to complete the chemical dependency program prior to returning to their jobs. Nothing herein should be construed to remove the burden from the employee for adhering

to all conditions set forth in the *Zero Tolerance Policy* described above.

A conviction or the acceptance of a guilty plea or a plea of “no contest” with respect to a felony charge of unlawful manufacture, use, possession, sale, transfer, or distribution of alcoholic beverages or illegal drugs by any employee of Browning Public Schools while off duty shall result in employee dismissal. Pursuant to federal law, any employee who is convicted or pleads “no contest” under any criminal drug statute for a violation occurring in the workplace shall notify the Superintendent’s office no later than five days after the conviction. The District has an obligation under federal law to notify the appropriate federal agencies within ten days after receiving notice of such conviction if there is a relationship between the federal funds received by the District and the work site of the convicted employee.

The Administration shall verify that each employee has been notified of this policy when hired by the District and shall be required to verify that such notification has been given to all current employees. All employees shall acknowledge, in writing, receipt of a copy of this policy.

For the purpose of adhering to the principles invoked in the Drug Free Workplace Act of 1988, as well as legal guidelines established by the Federal Omnibus Act of 1991 and Montana State Statute (MCA 39-2-304) and in conformance with all applicable regulations, three (3) broad categories of employees are henceforth subject to one or more of the following forms of drug and alcohol testing:

- (1) *All employees (regardless of classification)* will be subject to testing when:
  - (a) reasonable belief exists that they are involved in manufacture, use possession, transfer or distribution of alcoholic beverages or illegal drugs while on the job. The term “on the job” is specifically defined in Board Policy #5110; (b) following a work-related accident-*causing* death, personal injury or property damage in excess of \$1,500.
- (2) *Employees whose primary responsibility is performance of work in hazardous conditions, security, safety or fiduciary matters* will be subject to pre-employment, post-accident and reasonable belief testing;
- (3) *Employees whose position requires a commercial driver’s license* will be subject to pre-employment, post-accident, random, reasonable suspicion and treatment/follow-up testing.

The purpose of the testing program shall be to monitor the misuse of alcohol and controlled substances by employees in order to prevent accidental injury to the employee or co-workers and to ensure that the District’s standards for maintaining an environment in which student safety is considered paramount are continually upheld.

### **Consequences if Testing Indicates Drug or Alcohol Misuse**

Submission to drug and alcohol testing, as described above, is a condition of employment. In the event drug and alcohol testing confirms prohibited alcohol levels and or the presence

of a controlled substance, or the employee refuses to be tested or tampers with a test, the Superintendent shall recommend termination from employment. Recommendations for dismissal, made under Board Policy #5110 by the Superintendent, which are supported by a positive test result and conform to appropriate due process will result in immediate discharge by the Board of Education from employment with Browning Public Schools. The District is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee.

The Human Resources Director shall verify that each employee has been notified of this policy when hired by the District and shall be required to verify that such notification has been given to all current employees. All employees shall acknowledge, in writing, receipt of a copy of this policy.

### **Confidentiality in Drug Screening**

All documentation concerning testing and the test results of any individual pursuant to this policy shall be kept strictly confidential. In order to secure the confidentiality of the employee, the results of any test performed pursuant to this policy will be released only under the following circumstances: (1) required communication to the Superintendent, or designee, the immediate supervisor, the Medical Review Officer, the collection site or the testing laboratory, (2) in accordance with a court order or as otherwise required by law or governmental regulation, (3) express written authorization is granted by the tested individual.

### **Contractors**

All contractors that do not meet the definition of “Independent Contractor” as defined in MCA 39-71-120 must be processed through the Human Resource Department and Payroll by completing a contract service agreement and hired by the Board of Trustees.

- a. Contractors who do not meet the definition of Independent Contractors must have completed all required pre-employment forms and the pre-employment process, including; drug testing, TB testing and fingerprint/background check prior to a contract service agreement being submitted to the Board of Trustees for approval.
- b. Administrator must complete the contract service agreement completely, including budget numbers and rate of pay that is consistent with the School Board approved temporary employment compensation schedule. After the contract service agreement has been reviewed by the Human Resource Department, it will be submitted to the Board of Trustees for approval.
- c. Once the Board has approved the contract service agreement, the contractor can begin work and will be required to submit timesheets to payroll for payment. Timesheets will follow the payroll schedule.

### **Native American Consultants**

The Human Resources Department maintains a consultant list approved by the Board of Trustees. The consultants provide the teacher of the District the opportunity to bring Native American specialists into the classroom to teach students about the Native American culture. By having the consultants approved by the Board of Trustees, the teachers accessing the “consulting services” will have to completed a contract services agreement through the Human Resources Department one (1) week in advance of the date they schedule the consultant service.

Normally consultants are elders (defined as ages 60 or older) of the community and are therefore not required to submit to a drug test or fingerprint/background check. However, all consultants are required to submit the results of a TB test prior to being recommended to the Board for hire. Consultants under the age of sixty (60) will be required to submit to all eligibility requirements for employment with the district prior to being submitted to the board for hire. Consultants on the board approved NAS consultants list prior to January 1, 2016 will be grandfathered and not have to submit to drug test, TB test, or fingerprint/background checks. If a grandfathered NAS consultant under the age of sixty (60) is removed from the list and later wishes to be placed back on the list, they will be required to submit to all eligibility requirements for employment with Browning Public Schools. It is the understanding that all consultants are an addition to the classroom and the teacher must be present. However, the NAS Consultants will be required to complete the employment paperwork (W-4, and I-9). Once the service has been provided the contract service agreement will be submitted with timesheet to payroll.

### **Forms**

Following are the forms that are to be completed before employment begins with District No. 9:

- a. W-4 Form
- b. I-9 Form
- c. TB Form
- d. Teacher Retirement Form (TRS) – See Business Office
- e. Official Transcripts – Certified Staff
- f. Original Teaching Certificate
- g. Public Employees Retirement Form (PERS) – See Business Office
- h. Insurance Forms (Health, Dental, Vision and Life) – See Business Office

### **Family Medical Leave Act**

FMLA provides up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are “eligible” if they have worked for at least one year, and for 1,250 hours over the previous 12 months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. At the employee or employer’s option, certain kinds of paid leave may be substituted for unpaid leave. Reasons for taking FMLA are:

- a. To care for the employee's child after birth, or placement for adoption or foster care.
- b. To care for the employee's spouse, son or daughter or parent who has a serious health condition.
- c. For a serious health condition that makes the employee unable to perform the employee's job.

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. Employees are required to provide:

- a. A minimum of 30 days written notice to the Superintendent, or designee, when the leave is "foreseeable", unless medical conditions preclude this time frame.
- b. A medical certification to support a request for leave because of a serious health condition.
- c. A fitness for duty report to return to work at the end of the leave period.

All requests for FMLA leave must be submitted to the Human Resources Department.

### **Substitutes (Temporary Employees)**

A substitute list is maintained by the Human Resources Department and is updated after board approval. Substitutes are required to attend certain workshops/trainings (e.g. Substitute Workshop, Right to Know Workshop, Food Handlers Workshop, HACCP, CDL requirements). Those who complete training, employment paperwork, TB test, fingerprint/background check, and drug testing are added to the list. When a substitute is needed, **ONLY** those listed on the list will be eligible to be called.

A certified teacher is not required to attend the substitute workshop, nor does a paraprofessional that has previously worked for the school district. However, they are required to complete the required employment paperwork and, if they have not completed a drug test or fingerprint/background check, they will have to do so prior to employment as a substitute.

The substitute list identifies areas that an employee is eligible to substitute in. These areas are as follows:

- a. CSUB – Certified Substitute and is eligible to substitute as a teacher/paraprofessional only.
- b. NSUB – Non-certified Substitute and is eligible to substitute as a teacher/paraprofessional only.
- c. SSUB – Support Substitute and is **NOT** eligible to sub in the classroom because they have not had the substitute teacher/paraprofessional training.
- d. FSUB – Food Service Substitute
- e. SBUS – Bus Driver Substitute

If there are any questions regarding the substitute list, please contact the Human Resources Department at 406-338-2715.

### **NEPOTISM**

Nepotism is defined as the bestowal of political patronage by reason of relationship rather than of merit as defined in MCA 2-2-301.

The appointment of relative to office of trust or emolument is unlawful -- exceptions -- publication of notice. (1) Except as provided in subsection (2), it is unlawful for a person or member of any board, bureau, or commission or employee at the head of a department of this state or any political subdivision of this state to appoint to any position of trust or emolument any person related or connected by consanguinity within the fourth degree or by affinity within the second degree as defined in MCA 2-2-302.

Any person that is recommended for employment or is eligible to substitute and is related to a Board Member must be noticed according to MCA 2-2-303 prior to employment.