

SUBJECT: APPOINTMENT - SUPPORT STAFF- CIVIL SERVICE

The probationary period for all new civil service employees shall be for the maximum period established by the local Civil Service Commission.

The time, place, conditions of employment, and transfer of support staff shall be vested in the Superintendent of Schools who shall conduct such actions in compliance with all applicable contract provisions. The duties for each Civil Service employee shall be clearly defined.

Recruitment and Selection

In order to assure that the objectives of the Levittown Union Free School District are met with optimum effectiveness, every effort will be made to secure the best qualified persons available to fill vacant positions.

All applicants and their qualifications shall be treated in a thoroughly professional manner. The skills, knowledge, training, and capacities for growth for each candidate shall be judged as objectively as possible.

Efforts will be made to recruit highly competent employees with diverse geographic and racial or ethnic backgrounds.

The Superintendent shall develop regulations regarding the pre-employment drug screening of all new employees.

Civil Service Law Section 63

Re-Adopted: October 10, 2012