

**Hampton School District Policy**

**Section: G**  
**Code: GDF**  
**Title: Hiring of Non-Certified Personnel**  
**Category: R (Recommended)**  
**Page: 1 of 1**

**HIRING OF NON-CERTIFIED PERSONNEL**

The Superintendent is directed to oversee the recruitment and hiring process for non-certified personnel, and has the authority to hire non-certified employees subject to approval of the Hampton School Board.

All new employees are subject to a criminal background check, as per Policy GBCD.

This policy may be superseded by a collective bargaining agreement.

**Training**

It is the responsibility of the Superintendent or designee to coordinate activities and training sessions that will aid non-certified personnel in learning the requirements of their position.

Prior to assuming his/her duties, each non-certified employee will be advised of local policies relevant to their specific responsibilities.

**Probationary Period**

A probationary period for non-certified personnel is defined as the first ninety days of employment for a new employee or for an employee who been rehired following a break in service.

The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee, and to encourage effective adjustment to the position. Only employees who meet acceptable standards of work during the probationary period will be retained.

The immediate supervisor must decide before the completion of the probationary period as to whether the employee has successfully passed the probationary period or should be dismissed prior to the end of the ninety days.

**Legal References:**

*NH Code of Administrative Rules, Sec. Ed. 302.63, Substantive Duties of Superintendents  
RSA 189:13-a, School Employee and Volunteer Background Investigations*

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