HUMAN RESOURCES

Employment--General Policy Statement

The Prince William County School Board is an equal opportunity employer. In recruitment, selection, and all other employment practices, the Prince William County School Board shall assure equal opportunity in every respect and shall not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The policy of the Prince William County School Board is to recruit, promote, and retain the best employees based upon their continuing qualifications and effective performance. The Superintendent shall be responsible for determining the minimum qualifications for each position based on the job to be performed. In developing the qualifications for the positions, the Superintendent shall adhere to applicable state and federal laws. Every employment decision shall be based upon the qualifications of the person to perform effectively in a specific assignment.

Applicants shall be employed in compliance with Virginia’s conflict of interest statutes and other school laws governing local school boards and public school employees. All offers and contracts of employment are contingent upon the applicant’s compliance with all statutory criteria for employment, including, but not limited to, an appropriate background investigation to determine an applicant’s suitability for employment in the Prince William County Public Schools, which shall be conducted prior to entering into any contract of employment for a teaching, administrative, or classified position. Upon the written request and permission of the applicant, the Prince William County School Board shall inform another school board with which reciprocity has been established, and to which the applicant also has applied for employment, of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Neither the Prince William County School Board nor school boards with which it has reciprocity shall levy any costs of the fingerprinting or criminal records check on the applicant.

The background investigation shall include an inquiry concerning any known involvement in sexual abuse, sexual molestation, or rape of children. Such inquiry will meet statutory requirements of the “Code of Virginia.” Other areas of inquiry shall include general criminal convictions and involvement in drug/alcohol abuse.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.
Legal References:

Title IX of the Education Amendments of 1972
Titles VI and VII of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
The Age Discrimination Act of 1975
The Americans with Disabilities Act of 1990
The Uniformed Services Employment and Reemployment Rights Act of 1994
The Genetic Information Nondiscrimination Act of 2008
Virginia Code §§ 2.2-296.1, 22.1-296.2; and 22.1-296.4

Adopted: June 27, 2001
Reviewed/Revised: April 18, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD