

**POLICY RELATING TO PERSONNEL MANAGEMENT**

**STANDARDS FOR EMPLOYMENT**

An effective school program requires the services of individuals of integrity, high ideals, and human understanding. To that end, the Wachusett Regional School District shall attempt to hire candidates who meet these criteria.

All candidates for employment must disclose information regarding convictions for felonies and misdemeanors according to the regulations established by the Massachusetts Commission Against Discrimination (MCAD).

The District shall advise prospective employees that failure to disclose such information shall be grounds for non-employment with the District. The District shall ensure all prospective employees, however, that conviction shall not be an automatic bar to employment.

The District shall instruct all personnel to disclose all convictions, other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, during the course of their employment. Disclosure shall be made within thirty (30) days of the conviction for any such offense. Failure and/or refusal to disclose shall constitute sufficient grounds for termination. However, convictions do not automatically lead to termination. The decision related to termination, probation, suspension, and/or reprimand shall be made based on the following:

1. Nature of offense
2. Date of offense
3. Relationship of offense to current or proposed job assignment
4. The work record of the employee, where applicable
5. Appropriate collectively bargained agreements

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