

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4315

APPOINTMENT

The Board of Education will appoint, on the recommendation of the Superintendent, the necessary persons to carry on the educational, operational, and business affairs of the district.

The Superintendent will notify each employee of his selection, and will be responsible for finalizing the employment documentation. The Superintendent will keep accurate records of all employees and their services.

Final appointment is the official function of the Board. However, in the event of necessity, applicants may receive a temporary appointment by action of the superintendent. This appointment must be ratified by the Board at the next regular meeting.

The Board, upon recommendation of the superintendent and/or the business manager, will employ all employees not requiring certification according to the provisions of the job assignment in effect at the time of employment.

Adopted	<u>June 16, 1975</u>
Revised	<u>May 11, 1987</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>
Reviewed	<u>January 9, 2023</u>