

SOMERSET CHRISTIAN SCHOOL

HIRING POLICY ADDENDUM

All employees of Somerset Christian School (SCS) are required to complete the following:

1. Criminal Background Check. Fee will be paid by SCS.
2. Central Registry Check for Criminal Abuse or Neglect. Fee will be paid by SCS.
3. Provide a physician's statement of physical examination confirming the employee is able to perform assigned duties. Employee's expense.
4. Submit the results of a recent Tuberculin Screening Test (must have been screened for tuberculosis within the preceding 12 month period). Fee will be paid by SCS if Health Department Tuberculin Screening Test is needed. Doctor's statements or X-Rays will be at the employees expense.

The following conditions of employment will be in effect at the time of interview:

1. Initiation of procedures to complete these requirements is part of the interview process and must be completed prior to confirmation of employment.
2. No faculty member shall be left alone in the presence of students until all background checks are complete.
3. No person shall be employed until the Tuberculin Screening Test has been completed.
4. No faculty member shall be issued a monthly payroll check until all these requirements have been met.

Background checks, doctor's reports, or screening tests that reveal information not discussed during the interview may be reason for dismissal.

Failure to comply with these requirements will be reason for immediate dismissal.

This policy shall be in effect immediately beginning 01-07-2008.

John Hale,
Principal
Somerset Christian School