

EMPLOYMENT PRACTICES

DC
(LOCAL)

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	The Superintendent or designee shall advance the Board's commitment to equal opportunity employment through the advertisement of employment opportunities and posting notices of vacancies.
Employment of Related Employees	In all cases involving employment, fair and equitable hiring practices shall be observed. Persons responsible for employment in the District shall avoid any act or practice that might be interpreted as preferential consideration shown a relative. No person shall be employed, given assurance of employment, or recommended to the Board who is related by blood within the third degree or by marriage within the second degree to any District employee serving in an administrative or supervisory capacity, without prior consultation with the Board and approval from the Superintendent. The same shall apply to any promotion after initial employment. [See DBE(EXHIBIT)] These restrictions shall not apply to positions held by persons employed or assigned before the original adoption date of these provisions but shall apply to all subsequent assignments or positions held by any such employee.
Applications	All applicants shall complete the application form supplied by the District. Any misrepresentations, falsification, or material omissions in any of this information or data may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel in the position of administrator. The Board retains final authority for employment of contractual personnel in the position of administrator. The Board delegates to the Superintendent final authority to employ contractual personnel in a position other than administrator. The Superintendent shall inform the Board of any person hired under this authority. [See DCA, DCB, DCC, and DCE as appropriate]
Employment of Noncontractual Personnel	Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

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**Employment
Assistance
Prohibited**

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.
[See DCD]

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and ~~DH(EXHIBIT~~DHA(LEGAL) for the Educators' Code of Ethics.]