

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 establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel in the position of central office administrators from <u>executive</u> director level and above and campus administrators including principals and <u>magnet directors</u>.</p> <p>The Board delegates to the Superintendent the authority to employ teachers, librarians, school counselors, and school nurses.</p> <p>[See DCA, DCB, DCC, and DCE as appropriate]</p>
Employment of Noncontractual Personnel	<p>Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).</p> <hr/> <p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p>
Child Labor	The District shall adhere to the requirements set forth by the Fair Labor Standards Act (FLSA) in conjunction with the employment of minors between the ages of 14 through 17. Any supervisor wishing to employ a minor shall coordinate with the human resources department to ensure that the duties and responsibilities for that position are in compliance with FLSA restrictions related to hours worked and tasks performed.
Break in Service	If an employee has a break in service, the period of employment after the break is considered new employment, except for pur-

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**Employment
Assistance
Prohibited**

poses of vesting in the attendance and retention incentive program. Employment after a break in service of less than five years would not be considered new employment for vesting purposes, while employment after a break in service of five years or more would be considered new employment.

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) for the Educators' Code of Ethics.]