

EMPLOYMENT PRACTICES

DC  
(LOCAL)

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FILLING VACANCIES	<p>The Executive Director 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. In accordance with administrative guidelines, current ESC employees are eligible to apply for any vacancy for which they are qualified.</p> <p>The Board provides for minority recruitment with the objective of attaining a qualified professional staff reflective of the ethnic composition of the professional staff of <del>Texas</del>the public schools <del>of Texas</del>.</p>
APPLICATIONS	<p>All applicants shall submit a completed application form supplied by the ESC.</p>
CRIMINAL HISTORY RECORD	<p>The ESC shall obtain criminal history record information on volunteers, interns, current employees, and persons the ESC intends to employ. However, criminal history record inquiries for high school students shall not be required.</p>
SELECTION OF PERSONNEL	<p>The Executive Director or designee has authority to employ and dismiss employees. Except for adjunct, part-time Title I, and part-time adult education employees, the Board shall confirm employment of professional staff who are approved and recommended by the Executive Director.</p>
SELECTION OF KEY PERSONNEL, HEAD START	<p>The ESC shall notify the Regional Head Start Office prior to making a job offer to any key personnel (coordinator, Head Start, and above) whose salaries are covered more than 50 percent by the Head Start grant. Notification shall include the name of the person(s) being recommended for hire, the process used to recruit for the position(s), and why the person(s) was determined to be the most qualified.</p>
COMPENSATION: HEAD START	<p>Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any part of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, located in the Early Childhood Learning and Knowledge Center (ECLKC), Program Management and Fiscal Operations, Pay Tables for Executives and Senior Level II Employees. <a href="http://eclkc.ohs.acf.hhs.gov/hslc/ta-system/operations/Fiscal/Management%20Initiatives">[See http://eclkc.ohs.acf.hhs.gov/hslc/ta-system/operations/Fiscal/Management%20Initiatives]</a></p>
ASSIGNMENT	<p>All personnel are employed subject to assignment and reassignment by the Executive Director or designee.</p>
WORK SCHEDULES	<p>The workweek and daily time schedules shall be determined by the Executive Director or designee. [See DK]</p>

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SUSPENSION	<p>The Executive Director may suspend an employee during an investigation of alleged misconduct by the employee or at any time the Executive Director determines that the ESC's best interests will be served by the suspension. Suspension of employees may be with or without pay.</p>
DISMISSAL OF EMPLOYEES	<p>The Executive Director may dismiss an employee at any time for any reason not prohibited by law or for no reason.</p> <p>An employee separated with prior notice shall be given the option of requesting accrued vacation leave; an employee terminated without prior notice by the ESC may be paid two weeks' salary in lieu of notice.</p>
APPEAL	<p>A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).</p>
RESIGNATION	<p>All employee resignations shall be submitted in writing to the Executive Director, who shall have authority to accept resignations of nonprofessional staff and part-time professional staff, without Board confirmation. Once submitted and accepted, a resignation may not be withdrawn without the consent of the Executive Director. Upon acceptance by the Executive Director, the Board shall confirm the separation of full-time professional staff.</p> <p>Separation dates may be adjusted by the Executive Director.</p>
EXIT INTERVIEWS	<p>An exit interview may be conducted for employees who leave employment with the ESC.</p>
CONSULTING	<p>In cooperative arrangements with the Texas Education Agency and other service centers, commitment of staff time, physical resources, or funds shall have prior approval of the Executive Director or designee.</p> <p>At the request of another ESC's executive director and upon approval of the Region 20 Executive Director, staff members may serve as consultants to other regions for limited periods of time. Length of time, payments (if any), reciprocation, or other terms of the agreement <del>shall be are</del> between the two executive directors. Requests may be approved based on the requested staff member's availability and workload for the period for which the request is made.</p>