

## PROPOSED REVISIONS

<b>Personnel Duties</b>	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.
<b>Posting Vacancies</b>	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.
<b>Applications</b>	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p> <p><u>The Board prohibits the hiring of a member of the Superintendent's immediate family related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree for any District position. This provision shall not apply to an employee who was hired prior to <i>insert applicable date</i>.</u></p>
<b>Employment of Contractual Personnel</b>	<p>The Board delegates to the Superintendent final authority to employ contractual employees for positions below campus principal.</p> <p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of all other contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel serving in the following positions: central office administrator, athletic director, or campus principal. [See DCA, DCB, DCC, and DCE as appropriate]</p>
<b>Employment of Noncontractual Personnel</b>	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
<b>Employment Assistance Prohibited</b>	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]

EMPLOYMENT PRACTICES

DC  
(LOCAL)

relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]