

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.
FILLING VACANCIES	<p>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 are eligible to apply for any vacancy.</p> <p>The recruitment and processing of all applicants shall include written applications, personal interviews, investigative follow-up, and a thorough and comprehensive review of the applicant's character, training, and experience.</p>
APPLICANTS	All applicants shall complete the application form supplied by the District. Information contained in applications for professional certified positions shall be verified before a contract is offered, and information contained in applications for service positions shall be verified before hiring or as soon as possible thereafter.
SELECTION AND EMPLOYMENT	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Board retains final authority for employment of classroom teachers, principals, librarians, nurses, counselors, and other certified contractual personnel, except as delegated to the Superintendent or Assistant Superintendent of Human Resources in specified situations. [See DCA, DCB, DCC and DCE, as appropriate]</p> <p>The Assistant Superintendent of Human Resources shall have authority to offer employment contracts to prospective teachers during the recruiting season(s) up to a number to be authorized annually by the Superintendent or designee.</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
AUTHORIZATION FOR TEMPORARY EMPLOYEES	<p>Temporary employees may be employed by the District to accomplish special tasks or to manage seasonal peaks in workload. A temporary employee will be assigned to a nonpermanent position for a period of time needed to complete the tasks. Temporary employees shall not be entitled to District fringe benefits such as health insurance, paid leave, or payroll deduction.</p> <p>The Superintendent shall establish guidelines for the employment of temporary personnel.</p>

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EXIT INTERVIEWS AND
TERMINATION
REPORTS

An exit interview shall be conducted and a termination report prepared, if possible, for every employee who leaves employment with the District. These interviews shall be conducted in accordance with administrative procedures.