

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      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.

The recruitment and processing of all applicants shall include online applications, personal interviews, investigative follow-up, and a thorough and comprehensive review of the applicant's character, training, and experience.

APPLICANTS              All applicants shall complete the online application that is made available 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.

[For information related to the evaluation of criminal history records, see DBAA.]

SELECTION AND EMPLOYMENT      The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

EMPLOYMENT OF CONTRACTUAL PERSONNEL      The Board retains final authority for employment of campus principals and all other contractual personnel in leadership positions at a pay grade equal to or higher than that of campus principal.

The Board delegates to the Superintendent final authority for employment of all other contractual employees. The Superintendent shall report to the Board all hiring conducted under this authority.

[See DCA, DCB, DCC, and DCE, as appropriate]

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.

**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      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

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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.

The Superintendent shall establish guidelines for the employment of temporary personnel.

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.