

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	<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>
Employment of Contractual Personnel	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel- <u>in positions of campus principal, executive director, or any administrative position that reports directly to the Superintendent. The Board retains final authority for employment of contractual personnel in these positions. From April 1 to September 15, however, the Board delegates to the Superintendent the authority to employ contractual personnel in these positions. The Superintendent shall inform the Board of any persons hired under this authority.</u></p> <p>The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</p> <p>The Board delegates to the Superintendent final authority for employment of <u>all other</u> contractual personnel from April 1 to September 15. The Superintendent shall inform the Board of any persons hired under this authority.</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> <p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p>
Employment Assistance Prohibited	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 vio-

EMPLOYMENT PRACTICES

DC(LOCAL)

lation 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.]