

EMPLOYMENT PRACTICES

DC
(LOCAL)

Personnel Duties The Superintendent or designee 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.

Recruitment and Selection The Superintendent or designee shall determine the personnel needs of the District.

The Superintendent shall ensure that persons recommended for employment meet all qualifications established by law and the Board for the type of position for which recommendation is made.

A personal interview shall be required for all persons employed by the District.

Applications 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.

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

Employment of Contractual Personnel The Board delegates to the Superintendent the authority to employ contracted personnel below the level of principal. This hiring authority shall revert to the Board on November 1 of each calendar year unless reauthorized by Board action. The Superintendent shall inform the Board of any persons hired under this authority.

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

The Board retains final authority for employment of contractual personnel at the level of principal and above.

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

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]

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

violation 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.]