

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.

SELECTION OF  
CERTAIN  
POSITIONS      When it is determined a vacancy does or will exist in a position for an assistant/associate/deputy superintendent, executive director, director, principal, or administrative assistant the Superintendent shall:

1. Appoint a search committee comprised of:
  - a. The Superintendent or designee and at least one other central office administrator.
  - b. Two principals.
  - c. Two teachers.
2. Charge the search committee to:
  - a. Establish the criteria and requirements for the vacant position based upon state requirements, Board policies, and local needs and establish a time limit within which the selection process shall be completed.
  - b. Advertise the vacancy within the educational community within the state or region where deemed advisable by the search committee.
  - c. Review all applications and evaluate the applications based on the criteria established by the search committee.
  - d. Select not less than two nor more than five persons for subsequent in-depth personal interview by the search committee.
  - e. Make necessary arrangements for the interview of the applicants selected for subsequent interview. The search committee may, at its discretion, invite other interested parties such as Board members, principals, and teachers to meet the candidates.
  - f. Obtain and evaluate recommendations obtained by the search committee or furnished by the candidates.

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- g. Recommend to the Superintendent one or more candidates for the vacant position.

The Board may modify this procedure prior to the commencement of the selection process for any vacancy subject to this procedure.

In the event of conflict between this policy, applicable law, or other accreditation requirements, this policy shall be construed in such manner as to conform with the law or other accreditation requirements.

EMPLOYING RELATED  
PERSONS

In all cases involving employment, fair and equitable practices shall be observed. Persons responsible for employment in the District shall avoid any act or practice that might be interpreted as preferential consideration shown to a relative.

No person shall be employed, given assurance of employment, or recommended to the Board who is related by blood within the third degree, by marriage within the second degree, or has or lives in a domestic partnership with any District employee serving in an administrative capacity if the position being sought is in the same division/department or is closely associated with the work of the administrator.

For purposes of this policy, a domestic partnership shall be defined as a legal or personal relationship between two individuals, who cohabitate or have cohabitated with each other, and who share or have shared a common domestic life.

If a current employee is promoted to an administrative position and has a relative employed by the District who is related by blood within the third degree, by marriage within the second degree, or has or lives as a domestic partner with the promoted administrator and works within the same division/department or is closely associated with the division/department of the promoted administrator, the related person will be reassigned to a position not associated with the promoted employee.

Additionally, if District employees marry or become domestic partners during any school year, and one of the employees serves in an administrative capacity in the same division/department or is closely associated with the division/department of the spouse/domestic partner, one of the employees will be reassigned outside of the division/department. This provision shall not restrict the authority of the Superintendent to reassign staff.

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.

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EMPLOYMENT OF  
CONTRACTUAL  
PERSONNEL

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. [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]

EXIT INTERVIEWS AND  
EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.