

EMPLOYMENT PRACTICES

DC
(LOCAL)

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.

APPLICATIONS

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

All applicants shall complete the application ~~form supplied by the District~~ **online 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.

SELECTION AND
EMPLOYMENT
CONTRACTUAL

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

Final authority for selection and employment of classroom teachers, principals, librarians, nurses, counselors, and other certified contractual personnel shall be retained by the Board, except as delegated to the Superintendent or ~~executive director~~ **Assistant Superintendent of personnel Human Resources with regard to** in specified situations. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate]

The ~~executive director~~ **Assistant Superintendent** of Human Resources shall have authority to offer employment contracts to prospective teachers during the recruiting season(s) up to a number

NON- CONTRACTUAL	to be authorized annually by the Superintendent or designee. The Superintendent shall have final authority to hire all non-contractual personnel on an at-will basis. [See DCD(LOCAL)]
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 for a period of time needed to complete the tasks. Temporary employees shall not be entitled to the District fringe benefits such as health insurance, paid leave, or payroll deduction. The Superintendent shall establish guidelines for employment of temporary personnel.
CRIMINAL HISTORY RECORD	The District shall obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]
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.

DATE ISSUED: ~~04/07/1997~~ **04/20/2006**
LDU-15-97
DC(LOCAL)-X