

EMPLOYMENT PRACTICES

DC
(LOCAL)

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| GOAL | The College District seeks the highest qualified person for any position based on knowledge, skill, ability, and other qualifications required for the position. |
| EMPLOYMENT PRACTICES | The institution shall follow prudent personnel practices in the recruiting, interviewing, screening, and employing of all personnel. A candidate for College District employment must be 18 years of age or older and must have appropriate education preparation. The College President or designee shall approve exceptions to this practice. |
| FILLING VACANCIES | The College President or designee shall establish guidelines for advertising employment opportunities and for posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and recruiting well-qualified candidates. Current College 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 College District. Information in applications for contractual positions shall be verified before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>Any falsification of either information or credentials shall be cause for dismissal or denial to employ.</p> |
| AUTHORITY FOR EMPLOYMENT OF ALL PERSONNEL | <p>The Board delegates to the College President the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCA, DCB, and DCC as appropriate]</p> <p>At the next Board meeting, the College President shall inform the Board of all employment decisions made since the last meeting with the Board.</p> |
| CRIMINAL HISTORY RECORDS CHECK | The College District shall obtain criminal history record information for full- and part-time employees as well as student employees who will be working in the vicinity of or with minors. Such positions shall include camp workers and student workers employed in the health and physical education center. |