

EMPLOYMENT PRACTICES

DC
(REGULATION)

ALL APPLICANTS	All applicants for employment will be required to disclose any family relationships with current District employees. "Family," for these purposes, will be defined as: spouse, child, parent, sibling, grandparent, grandchild, mother- or father-in-law, sister- or brother-in-law, aunt, uncle, niece, nephew, great-grandchild, and great-grandparent. This disclosure will be made whether or not the position being applied for will supervise or be supervised by employees related to one another. Failure to disclose may result in an administrative transfer or disciplinary action.
PROFESSIONAL PERSONNEL	Persons interested in applying for positions should apply online at http://www.dallasisd.org .
PROCEDURE FOR APPLICATION	Teacher applicants will be contacted by the Human Capital Management Department or campus administrators for interviews according to the needs of the District. All applicants will receive confirmation of application receipt.
RECRUITMENT	The District will engage in recruitment efforts such as, but not limited to: <ul style="list-style-type: none">• Referrals;• Social media;• Job fairs and information sessions; and• College, university, and other appropriate organization partnerships.
DISPOSITION OF APPLICATION	Applications will be retained for a one-year period from the date of the application. Applicants may update the online application. Applicants will update any change of name, address, or other status online while their application is active.
ANY POSITION REQUIRING CERTIFICATION AS DEFINED BY CHAPTER 21 — POSTING TIME	All certified openings as defined by Chapter 21 will require a minimum ten-school-day posting period. If the District must fill a vacant position during the school year, the District may fill the position as soon as the vacancy occurs and post as soon as reasonably possible. The District is not required to provide notice for ten school days before filling the position.
PROMOTIONS OF CAMPUS EMPLOYEES	A campus-based employee who secures a position resulting in an increase in workdays or yearly earnings may assume the position no later than the tenth day after a selection is made.
CAMPUS SUPPORT AND CAMPUS NON-AUXILIARY SUPPORT PERSONNEL	Persons interested in being considered for support personnel positions with the District will apply online. Campus support personnel include:

EMPLOYMENT PRACTICES

DC
(REGULATION)

- Office support personnel including secretaries, clerks, and other related personnel;
- Paraprofessionals;
- Teacher assistants; and
- Program paraprofessionals.

Campus nonauxiliary support personnel include:

- Food services employees;
- Custodians employees;
- Graphics employees;
- Maintenance and facility employees;
- Construction employees;
- Environmental services employees;
- Service center employees;
- Real property management employees;
- Transportation employees; and
- Heat, ventilation, and air conditioning employees.

ORIENTATION FOR
NEW EMPLOYEES

At the time of employment, persons new to the District will have an opportunity to participate in orientation sessions conducted by the Human Capital Management Department, Benefits Department, and the department to which they have been assigned. Orientation will consist of an explanation of salary, payroll procedures, work schedules, personnel policies and procedures, holidays, vacations, and employee benefits, including sick leave, group insurance, teacher retirement membership, and the like. If an employee chooses not to attend orientation, the employee is still responsible for all new hire procedures.

NEW TEACHER
ORIENTATION

Orientation for new teachers will be held when the teachers are hired and will include meetings with the principals in their assigned buildings and with professional staff members. Mentor teachers will be assigned to assist the new teachers in any way possible. All new teachers will be on a 193-day school year contract.

EMPLOYEE
SEPARATION STATUS

An employee who separates from employment with the District may not be eligible for reemployment with the District based on, but not limited to, the following:

1. Performance nonrenewal;

EMPLOYMENT PRACTICES

DC
(REGULATION)

2. Due process dismissal;
3. Resignation by mutual agreement;
4. Resignation in lieu of due process;
5. Termination;
6. Resignation in lieu of investigation; and
7. Job abandonment.

ADOPTION OR LAST
AMENDED DATE

This policy was last adopted or amended on August 29, 2013.