

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. Current District employees may apply for any vacancy for which they have appropriate qualifications.
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 Restriction	Employment with the District may be restricted when an applicant has an immediate family member who is an employee of the District. [See DBE(LEGAL)]
<i>Immediate Family Members</i>	For purposes of this policy, immediate family shall include those related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree. Under this policy, an adopted child shall be treated as the natural child of the adoptive parent.
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. Except as provided below, the Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]
Exception	During the time period following the Board's June meeting (or if no such meeting is scheduled, the Board's May meeting) until the Board's first regularly scheduled meeting in August, the Board delegates to the Superintendent final authority to enter into a contract of employment on behalf of the District with an individual hired to fill an existing District position that by law or Board policy is held by a person with a contract governed by Chapter 21 of the Education Code.
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]

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**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.]