

<b>Personnel Duties</b>	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.
<b>Posting Vacancies</b>	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.
<b>Applications</b>	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Relatives of Employees</b>	No person shall be employed or shall be recommended to the Board for employment in the District who is related by blood (consanguinity) or marriage (affinity) within the third degree to the Superintendent or the chief financial, chief academic and instructional, chief human resources, and chief administrative services officers.
District Administrators	
<i>Grandfather Exception</i>	<p>The provisions at District Administrators, above, shall not apply to a District employee hired prior to the promotion or employment of a person related in a prohibited degree to the position of chief financial officer, chief academic and instructional officer, chief human resources officer, and chief administrative services officer.</p> <p>The Superintendent shall be subject to the nepotism prohibitions in accordance with state law.</p>
Direct Supervision	No person shall be employed or shall be recommended to the Board for employment in the District to a position where the person would be supervised by an employee who is related by blood (consanguinity) or marriage (affinity) within the third degree.
<i>Grandfather Exception</i>	The provisions at Direct Supervision, above, shall not apply to persons employed before the date the provisions were adopted.
<b>Employment of Contractual Personnel</b>	<p>The Board delegates to the Superintendent final authority to hire all contractual personnel, with the exception of District administrators.</p> <p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of District administrators. The</p>

EMPLOYMENT PRACTICES

DC  
(LOCAL)

Board retains final authority for the employment of District administrators.

[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]

**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.]