

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES 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.

**POSTING
VACANCIES** The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance to 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.

**CRIMINAL HISTORY
RECORD** The District shall obtain criminal history record information on a person the District intends to employ.

**EMPLOYMENT OF
CONTRACTUAL
PERSONNEL** The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [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]

**EXIT INTERVIEWS
AND EXIT REPORTS** An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.