

**PROPOSED**

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.

**Filling 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 are eligible to apply for any vacancy for which they have appropriate qualifications.

**Applications**

All applicants shall complete the application form supplied by the District. Reference checks shall be completed on all individuals recommended for employment.

[For information related to the evaluation of criminal history records, see DBAA.]

**Hiring Relatives of District Employees**

Approval of the Superintendent is required before hiring any person who is related within the third degree of consanguinity or second degree of affinity to any District employee who is classified as an administrator.

No persons related within the third degree of consanguinity or second degree of affinity to the Superintendent may be hired by the District. [See DBE]

**Employment of All Personnel**

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**Note:** For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

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The Board delegates to the Superintendent final authority for employment of contractual personnel, as well as final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCA, DCB, DCC, and DCE as appropriate]

**Exit Interviews and Separation Reports**

An exit interview shall be conducted by the employee's supervisor, if possible, and a separation report prepared for every employee who leaves employment with the District.

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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.]