

**RECRUITMENT AND SELECTION**

In order to secure quality personnel, the District shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the District. He/she shall locate suitable candidates and make recommendations to the Governing Board for employment.

No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

District employment practices shall not discriminate against authorized aliens. Legally required inquiries to assure employment eligibility status shall be made in accordance with Board policy and administrative regulation.

Prior to initial employment, a physician shall certify to the Superintendent or designee that employees in District designated positions are in good health and in fit condition for service.

The Superintendent shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirements

45103-45138 Employment (classified employees)

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative Action Employment Programs

LABOR CODE

1420 Unlawful employment practices

TITLE VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Policy Adopted:

HS BD: 11/20/85

EL BD: 7/6/82

Policy Revised:

TUSD: 9/23/97