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| 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 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. |
| Hiring Relatives | District employees with responsibility for recommending for hire other District personnel shall not recommend for hire relatives within the first or second degree by consanguinity or affinity relationship. |
| Applications | <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> |
| Employment of Contractual Personnel | <p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>Except as set forth herein, the Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</p> <p>However, from May 1 to August 31, the Board delegates to the Superintendent the authority to employ all contractual personnel to be employed on a ten-month basis. At the next regular meeting, the Superintendent shall inform the Board of the personnel employed under this authority. Any personnel employed by the Superintendent during this time frame shall not be related, within the third degree of consanguinity or the second degree of affinity, to any Board member or the Superintendent, nor shall the personnel be employed under this authority if employment is otherwise prohibited by nepotism laws.</p> |
| 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.]