

No. \_\_\_\_\_



**TOPIC:** Second Reading of Policy DC (LOCAL): Employment Practices

**SUBMITTED BY:** Mr. David Garcia **OF** Asst. Supt. for Human Resources

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** October 15, 2008

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Second Reading of Policy DC (LOCAL): Employment Practices

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

EMPLOYMENT PRACTICES

DC  
(LOCAL)

the pool of qualified applicants, the vacancy shall be advertised according to established procedures and selection shall be made as detailed in this paragraph.

PARAPROFESSIONAL /  
AUXILIARY POSITIONS

Notice of vacancies for all paraprofessional/auxiliary positions shall be advertised for five working days by posting a public notice in the District's administrative offices and school campuses. Each principal/director shall further ensure posting in locations available to employees. When necessary, all employment opportunities shall periodically be advertised through local and out-of-town news media.

Current employees shall be permitted to apply for a vacancy; however, the needs of the District, as determined by the District, shall prevail over any assignment or reassignment.

Interested candidates shall complete an application provided by the District and file it with appropriate documents in the office of human resources no later than the posted closing date.

The following procedures shall be followed for paraprofessional/auxiliary vacancies:

1. All applications shall be reviewed by the human resources department to ensure that the applicant meets the District's criteria.
2. Applicants who meet the District's criteria shall become part of the District's pool of qualified applicants.
3. The campus principals and/or central office administrators shall interview from the District's pool of qualified applicants and make a recommendation to the human resources department.

DISTRICT  
SUPERVISION  
PROHIBITION

No person shall be supervised by **assigned to a campus or department where** a member of his or her own family who is related by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree **serves as an administrator. The provision of this policy shall apply prospectively.** [See DBE(LEGAL) and (EXHIBIT)] Adopted or foster relationships shall be treated as natural relationships. ~~For the purposes of this policy, the term "supervised" shall mean to evaluate an employee's performance under the District's employee performance appraisal system.~~ **For the purposes of this policy, the term "administrators" shall not mean counselor, librarian or coordinator.**

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.