

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 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. [See also DK(LOCAL) and DK(REGULATION)]

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.

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

Employment of Staff The Superintendent has sole authority to make recommendations to the Board regarding the selection of personnel.

The Board delegates to the Superintendent final authority for the selection and employment of all employees, except for the selection and employment of employees in the following positions:

- Internal auditor,
- Administrative professionals in categories 108+ (i.e., director, executive director, associate superintendent, assistant superintendent, general counsel, etc.), and
- Campus leadership in categories 206+ (i.e., high school principals).

The Superintendent shall submit to the Board for its review and approval, the name and qualifications of the recommendation for positions 108+ (District administration) and 206+ (high school principals), to include a closed Board meeting session with the Superintendent to discuss the finalist for such position(s). [See DK(LOCAL) regarding assignment, reassignment, and transfer of personnel]

The authority delegated by the Board to the Superintendent regarding personnel matters shall be exercised by the Superintendent personally. All personnel appointments must be approved by the Superintendent. Individual central office divisions shall not have the authority to transfer personnel, offer contracts, adjust compensation or job titles, and/or terminate positions without the approval of the Superintendent.

**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.]

**Employment of
Retirees**

~~Effective July 1, 2019, the District shall recover the additional expenses incurred by the District in connection with employing retirees, including any surcharges payable to Teacher Retirement System of Texas (TRS), over and above the expenses associated with hiring a non-retiree in a similar position with similar years of experience, by reducing the pay of retirees accordingly, so long as their salaries or wages do not fall below the minimums required by state and federal law.~~

~~For retirees employed by written contracts, the District shall utilize a retire/rehire addendum explaining this pay reduction, and also explaining that the District is not responsible for any negative impact on the employee's retirement benefits by virtue of employment with the District. Any retirees hired on a noncontractual basis shall be given a comparable written notice by the administration.~~

~~This policy subsection does not apply to retirees retired under TRS and subsequently rehired by the District before June 30, 2019.~~