

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 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 Except for the internal auditor, the Board delegates to the Superintendent final authority to employ all contractual and noncontractual employees. The employment shall be subject to the District's salary schedule and budget as approved by the Board. Further, the Superintendent shall have the authority to terminate all employees other than contractual employees covered by subchapters C, D, E, F, and G, Chapter 21, Texas Education Code and any other administrators who are not covered by Chapter 21, Texas Education Code.

Further, the Superintendent shall develop and implement administrative procedures, rules, and regulations that the Superintendent believes necessary for the efficient and effective operation of the District and that are consistent with Board policies and state and federal law.

EXERCISE OF AUTHORITY The Superintendent shall have the discretion to submit to the Board for approval recommendations for principal and administration senior staff positions.

The administration's senior staff is defined as the deputy superintendent, operations and administration; deputy superintendent of academics and school leadership; chief financial officer, general counsel, and their equivalents.

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.]

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