

VACANCY NOTICES All approved job vacancies contain the following:

1. A general description of the essential job functions.
2. Criteria or minimum credential requirements essential for qualification for the position posted.
3. A list of dates, including deadline for filing the application.
4. The name of the person to contact for information and status of the employment process.

All approved job vacancies must be posted on the District's Web Site. Posting and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by internally promoting a District employee.

RECRUITMENT

Vacancies will be opened to all applicants, including employees in the District, unless otherwise specified in the vacancy notice. District employees who apply and are eligible for internal promotion will be considered with the applicant pool. District employees will be required to submit a letter of interest and an updated resume for the position sought and will not be required to submit a new application. Applications on file from similar postings will also be considered.

Copies of all completed applications and letters of interest will be forwarded to the appropriate supervisor after the close of applications. Reasonable accommodation will be made for qualified persons with disabilities to ensure equal opportunity in the application process.

All new applications will receive a post card notifying of the district's receipt of their application and notice that they will be contacted if selected for an interview. The notice will also notify the applicant that their application will remain on file for 1 year.

EMPLOYMENT PROCESS

Only approved and posted positions will be considered. The employment process will be as follows:

- All applicants must have an application or letter of interest on file before they are interviewed. No candidates will be interviewed without having been submitted with a pool of applicants for screening.
- All applicants must meet the minimum requirements for the position they are soliciting before they are interviewed for the position. Administrators/Department Heads will screen all applications for minimum qualifications before selecting candidates for interviews.
- Copies of applications to be reviewed may be obtained

EMPLOYMENT PRACTICES:
EMPLOYMENT PROCEDURES

DC (R)

from the Superintendent's secretary.

- Interviews will be conducted by the administrator/ department head. A minimum of three (3) candidates will be interviewed, if available.

INTERVIEW
PROTOCOL

Interview Committee Composition:

Superintendent: At the discretion of the Board of Trustees

Campus Administration:

Minimum membership will include the superintendent a management team member, site-based committee member(s), with additional voting members at the discretion of the Principal, when the Principal position is not the vacant position.

Campus Positions (Professional):

All professional position interview committees will include a minimum of one (1) of the campus administration, one (1) teacher, one (1) campus site-based committee member, and the Athletic Director if the position includes coaching. These are the minimum designated voting members of the committee. Additional members may include community members or others as requested by the Campus Administration. The Campus Principal is responsible for final selection with input from the voting members of the committee as described by Policy and State Law.

Non Professional Positions:

Each position will be filled by a committee designated by the supervisor of the committee.

Recommendation forms must be completed and all reference checks verified before sending to the Superintendent. Do not make any commitment prior to review by the superintendent. Return all information considered during the interview process for all candidates. The recommendation form including in this regulation should also be completed.

- The Superintendent's office will double check all references, verify credentials, process background checks and recommendations.
- The candidate is cleared for employment and submitted to the Superintendent for review and consideration for Contract approval or employment.
- The Superintendent will determine the salary to be offered and verify with the Executive Director of Business Services

- The paperwork is returned to the supervisor who will make the employment offer.
- The Superintendent's office is notified of acceptance or rejection of the employment offer.

Once the position is filled, notification is provided by the Superintendent's Office to those who applied that the position has been filled and that their application will remain on file for one year should they decide to submit a letter of interest for any openings in the future.

CONTRACT/LETTER OF ASSURANCE All new employees will be issued a Letter of Assurance except for those certified positions subject to Chapter 21 of the Education Code and subject to District Policy DCB (Local).

RESIGNATIONS All employees wishing to resign must provide notice of resignation in writing. They must submit their resignation/retirement letter to the Superintendent. Department Head/Supervisor will follow with PAF indicating separation from district; and whether or not position should be posted. Approval of all resignations must be finalized by the superintendent.

All employees must go through an **EXIT INTERVIEW** with final information and sign off at the superintendent's office. The employee's last paycheck will depend on the employee exiting out appropriately and completing the Exit Report.

PERSONNEL ACTION FORM

PURPOSE The main function of a Personnel Action Form is to enable the appropriate administrator to fill a vacancy, to request change in employee status and/or payment of stipends or supplemental pay for assignments.

Personnel Action Form Codes include the following (e-form C):

CODE DESCRIPTION S – Separation From District
This code will be used when a District employee is terminated, resigns, or retires (copies of letters must be attached to the PAF). In addition, this section provides an opportunity to indicate whether the position needs to be posted, or placed on hold.

N – New

This code is for a newly created position that is not replacing an employee. The Title and information will be listed in the “to” line with no “from” person listed

V – Vacancy

This code will be used when assigning new personnel to a position. This section also provides a place to list the name of the former employee.

C – Change

This code will be used for internal movement within the campus/district, and when making changes regarding duty days, pay level, or assignment. In addition, this section provides an opportunity to indicate whether the position needs to be posted, or placed on hold.

E – Extra Duty

This code will be used to indicate extra duty, or any supplemental pay

PROCEDURES

All personnel action forms must originate at the campus or department level. It is the responsibility of the appropriate administrator to properly complete and submit the form in a timely manner. This will expedite the process and avoid payroll and departmental problems.

1. Vacancy is created due to an employee's termination, resignation, retirement, or reassignment; or a new position is created.
2. Superintendent's Office completes a PAF and it must include the proper Action Code.
3. PAF is routed for signatures (sequence must be followed).
4. PAF is returned to the Superintendent's Office for posting.
5. After position is posted, the Superintendent's Office will disseminate copies accordingly. Principal/ Department Head will receive a copy with note of posting status.
6. When positions have been posted the Principal/ Department Head may screen the applications, and continue with the hiring process
7. When the principal/department head is ready to recommend, a second PAF is completed.
8. The recommendation packet, if hiring new personnel, must include the following:

- A minimum of two (2) Telephone Reference Checks, one provided by immediate or most current supervisor
 - Administrator/Department Head Recommendation Form
 - Rating Chart
 - PAF
8. Criminal Background Checks
 9. Recommendation Packet is then forwarded to the Superintendent for approval (as per the flow chart)
 10. Upon verification, an employment offer will be made that includes tentative compensation (subject to verification of experience).
 11. New employee is then scheduled to complete paperwork.