

EMPLOYMENT PRACTICES

DC  
(LOCAL)

POSTING VACANCIES	The College President 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 College District employees may apply for any vacancy for which they have appropriate qualifications.
PERSONNEL REQUISITIONS	The College President shall approve all requests for employment additions or replacements of professional contract and auxiliary employees prior to recruitment action. The personnel requisition form shall be utilized for the purpose of initiating and obtaining approval for recruitment.
APPLICATIONS	All applicants shall complete the application form supplied by the College 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.
CRIMINAL HISTORY RECORD CHECK	The College District shall obtain criminal history record information on a person the College District intends to employ. Prospective College District employees shall be required to sign a statement acknowledging that the College District conducts criminal history record checks.
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. [See DCA]</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the College President final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]
EMPLOYMENT OF CLOSE RELATIVES	The College District shall welcome the applications of an employee's close relatives, which shall be considered based on qualifications for openings not under the direct, first-line supervision of or hiring by a close relative as defined below.
SCOPE	<p>This policy regarding the employment and first-line supervision of close relatives shall apply to all employees of the College District whose employment begins on or after September 1, 2016.</p> <p>For purposes of this policy, the College President shall be considered a public official to the same extent as Board members regarding the hiring and employment of close relatives, as defined below.</p>

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DEFINITIONS

A close relative is an employee's spouse, son and daughter (including stepchild), son-in-law and daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparents, and great grandchildren.

First-line supervision shall mean the direct exercise of authority or responsibility with regard to the appointment, reappointment, promotion, managing performance, work assignments, salary administration, termination, nonrenewal, or other terms and conditions of employment.

WRITTEN  
APPROVAL

A supervisor, or any other individual who supervises or hires employees for the College District, shall not hire or serve as the first-line supervisor of a close relative without the advance, written approval of the College President. Any such written approval shall be maintained in the official personnel file for both employees.