

**PERSONNEL****Employment Policies and Recruitment**

It is the responsibility of all employees to be aware of Board policies and procedures. Failure to comply with Board policies and procedures may subject the employee to appropriate discipline.

**Recruitment**

The Board shall delegate to the Superintendent or designee the responsibility of utilizing the resources and organizing a program of recruiting and selecting the best available personnel for the performance of professional and non-professional activities of the District.

A written application (e.g. on-line application) and an interview and/or other personnel assessments will be required of all people seeking employment with the District. The application shall be made on a form provided by the District through the Human Resources Department. Applicants for positions requiring certification and/or a college degree must provide official up-to-date transcripts mailed directly from the college or university to the Department of Human Resources.

LEGAL REF.:

CROSS REF.: 5.10, 5.30, 5.35

Adopted: July 8, 2007

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February 20, 2024

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