

**Recruitment and Selection**

In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable candidates and make recommendations to the Governing Board for employment.

No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

*(cf. 4111.1/4211.1 - Affirmative Action)*

District employment practices shall not discriminate against authorized aliens. Legally-required inquiries to assure employment eligibility status shall be made in accordance with Board policy and administrative regulation.

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

**Legal References:**

EDUCATION CODE

- 200-261 Prohibition of discrimination on the basis of sex
- 44066 Limitations on certification requirements
- 45103-45138 Employment (classified employees)
- 49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

- 30-31 Affirmative Action Employment Programs

LABOR CODE

- 1420 Unlawful employment practices

TITLE VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986