

EMPLOYMENT PRACTICES
SEASONAL TEMPORARY

DCD
ADMINISTRATIVE REGULATION

This regulation applies to candidates who are not currently employed in the District and those who are seeking seasonal and/or temporary employment on an at-will basis. This would include but is not limited to the following categories: Seasonal Employees, Summer Employees, and Temporary Employees.

JOB POSTING

As approved positions become available, Human Resources will post the jobs online. Job specification and qualifications for each position will be posted along with the online employment application.

APPLICATION
PROCESS

Persons seeking employment in a temporary/seasonal position shall use the online application system. Supervisors will screen applicants and interview for posted positions. Supervisors will then electronically submit their candidate for hire with the required documentation through the application tracking system.

NEW HIRE
DOCUMENTS

Candidates for hire will be required to complete new hire documentation upon notification that they have been cleared to work. **Temporary/Seasonal employees must complete the entire hiring process in Human Resources, including new hire documents, prior to working for the district.**

The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.

ASSIGNMENT
AND EVALUATION

Evaluation of Seasonal, Summer, and Temporary employees shall be conducted by the principal/supervisor in accordance with administrative procedures. See DN(LOCAL).

DISMISSAL

At-will Seasonal/Temporary employees may be dismissed at any time, for any reason not prohibited by law, or as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.