All employees of the district shall have written documentation of their employment. This documentation shall be as follows:

- President - written contract, including all fringe benefits;
- Faculty and Exempted Personnel - written contract or letter of employment;
- Classified - letter of employment.

The District Table of Organization shall be made publicly available.

There shall be written job descriptions for all positions.

All district personnel policies and practices shall reflect existing state and federal regulations, e.g., affirmative action, personnel records (confidentiality), and others.