

**CONCEPTS AND ROLES IN PERSONNEL**

**A. Purpose and Scope**

To establish conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the District.

**B. General**

1. The Governing Board adopts wage and salary schedules upon the recommendation of the Superintendent.
2. The Governing Board elects or rejects employees upon the recommendation of the Superintendent.
3. The Governing Board will serve as a court of appeal in cases referred by the Superintendent or cases, which may be appealed.

**C. Forms Used and Additional References**

1. Salary schedules
2. Personnel action requisition

**D. Procedure**

Governing Board

The Governing Board:

1. Adopts wages and salary schedules.
2. Elects or rejects employees on the nomination of the Superintendent.
3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, in-service training, retirement, etc.,

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4. Serves as a court of appeal in cases referred by the Superintendent or which may be appealed by employees directly from the Superintendent's judgment.

**Superintendent**

The Superintendent:

1. Nominates for employment all certificated and classified personnel.
2. Recommends dismissal of employees whenever there is sufficient evidence of unsatisfactory service within the limits of law and Governing Board policy.
3. With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved, and proposes salary schedules for the various classes of employees.

**Working Relationships between Board and Superintendent**

The Governing Board desires to be guided principally by the advice of the superintendent in regards to its relations with certificated and classified personnel.

The Governing Board does not desire to exercise its employment responsibilities as to employment contrary to the recommendation of the superintendent.

The Governing Board agrees to the principle that no employee shall be hired in the school district unless recommended by the superintendent. It stipulates that in cases where a recommendation for employment is contrary to the judgment of the Governing Board, the superintendent shall withdraw the recommendation and recommend other individuals from whom the Governing Board may select.

In relations with employees, the Governing Board agrees to refer all instances of approach by employees to the superintendent for consideration and judgment and to act as a court of appeals only after referrals have been made to the superintendent.

The Governing Board wishes it stipulated that it in no way wishes to escape its responsibility to the citizens for the employment of competent personnel and for the payment of salaries and wages commensurate with the philosophy of the Governing Board and the financial ability of the district.

**E. Reports Required**

1. Agenda items

**CONCEPTS AND ROLES IN PERSONNEL (continued)**

**F. Record Retention**

1. Copy of PAR (Personnel Action Requisition) form will be maintained in the Human Resources Office.
2. Personnel memo and contract will be maintained in the employees personnel file.
3. Copy of agenda item, certified letter and PAR form will be maintained in the employees personnel file.

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources