

*The Board believes that student success is dependent on highly qualified staff who are able to work in a collaborative manner towards achieving the Board's Ends for Students. Staff should receive relevant professional development and be appropriately compensated for their work.*

## **EL-3**

### **PERSONNEL ADMINISTRATION**

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The Superintendent shall not fail to assure the employment, development, evaluation and compensation of district employees necessary to enable the organization to achieve its Ends policies.

Accordingly, the Superintendent may not fail to:

1. Make mandatory background inquiries and checks prior to hiring any paid personnel.
2. Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have unsupervised contact with students.
3. Select the most highly qualified and best-suited candidates for all positions.
4. Administer clear personnel rules and procedures for employees, including rules protecting against wrongful conditions, such as nepotism and inequitably preferential treatment for personal reasons.
5. Effectively handle complaints and concerns.
6. Maintain adequate job descriptions for all positions.
7. Provide for appropriate due process.
8. Protect against retaliation against any staff member for lawful, non-disruptive expression of dissent.
9. Prepare staff to deal with emergency situations.
10. Protect confidential information.
11. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type and within available resources.
12. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's *Ends* policies and their compliance with the Board's Executive Limitations policies.

13. Assure that the evaluation of all educational program personnel is designed to:
  - a. Improve and support instruction;
  - b. Measure and document both excellent performance and unsatisfactory performance;
14. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them in pursuit of achieving the Ends.
15. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.

*December 14, 2005 – Adoption*  
*December 12, 2019 - Amended*

*Monitoring Method - Internal and Direct Inspection*  
*Monitoring Frequency - Internal – Annually*

*Direct Inspection – October – (compensation and benefits, upon expiration of bargaining agreements)*