



PERSONNEL – ALL EMPLOYEES

BOARD POLICY – CONCEPTS AND ROLES

BP 4000

The County Board of Education and the County Superintendent of Schools recognize that the success of SBCEO students and programs hinges on effective personnel. The County Board of Education and the Superintendent desire to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The SBCEO's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements, personnel commission rules, and in conformance with state and federal law and regulations, as applicable.

As the legal representative of the SBCEO in negotiations with employee representatives, the County Superintendent of Schools shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Superintendent shall hear employee complaints and appeals when such hearings are in accordance with Board policy, personnel commission rules, or negotiated agreements. The Superintendent shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The County Superintendent of Schools has primary responsibility for overseeing the SBCEO's personnel system. To support this effort, the Superintendent shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment and shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The County Superintendent of Schools or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Superintendent. The Superintendent or designee also shall recommend disciplinary action against employees when warranted pursuant to Board policy, administrative regulations, personnel commission rules, exclusive bargaining agreements, and/or state or federal law, as applicable.

The County Superintendent of Schools recognizes that every employee has a stake in the SBCEO's successful operation. The Superintendent encourages all SBCEO employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby the Superintendent will receive and consider employee suggestions.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35020	Duties of employees fixed by governing board

Ed. Code 35035
Ed. Code 35160
Gov. Code 3540-3549.3

Powers and duties of the superintendent; transfer authority
Authority of governing boards
Educational Employment Relations Act

ADOPTED BY COUNTY BOARD:
REVISED:

September 1, 2022