

### **Personnel Administration**

The Superintendent shall assure the recruitment, employment, development, evaluation, and compensation of district employees in a manner necessary to enable the district to achieve its Results policies.

The Superintendent shall:

1. Assure that no person is employed by the district without first clearing thorough background inquiries and checks.
2. Assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquires and checks.
3. Select only highly qualified and the best-suited candidates for all positions.
4. Administer clear personnel rules and procedures for employees.
5. Effectively handle complaints and concerns.
6. Maintain adequate job descriptions for all staff positions.
7. Protect confidential information.
8. Assure that compensation and benefit plans attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.
9. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's Results policies and their compliance with the Board's Operational Expectations policies.
10. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
11. 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.

The superintendent shall not:

12. Retaliate against any employee for initiating a legitimate complaint.
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End of Bismarck Public School District Board Policy OE-4

Adopted: 3/12/2018

Monitoring Method: Internal Report

Monitoring Frequency: Annually in September