

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.

Superintendent Interpretation:

- **Recruitment** shall mean attract and select the most talented and diversified pool of candidates.
- **Employment** shall mean work defined by the District for anyone who receives monetary compensation for services rendered.
- **Development** shall mean providing staff with mentoring, coaching, and/or training that positively impacts student achievement and professional growth.
- **Evaluation** shall mean a fair, credible, effective, and consistent system and process that assesses the effectiveness of the employee and provides support and feedback to facilitate continuous improvement and growth.
- **Compensation** shall mean providing competitive and flexible salary placement and benefits to attract new and retain current employees.
- **District employee** means anyone who receives compensation in exchange for services.
- The Board's **Results** policy is defined in R-1.

OE-4.1

Superintendent Interpretation: BPS works to hire the best possible candidate for each position. To this end, BPS will avoid hiring an individual who did less than satisfactory work in a previous position or who has a criminal history of serious concern.

- **Background inquiries and checks** BPS will probe multiple sources to undergo extensive background checks, as time and expense allows, using a consistent standard for each classification of employee. In addition, employment eligibility prior to hiring will be determined through the following, as appropriate for the position: Background Information Services, Inc. (BISI) results, North Dakota Department of Public Instruction (ND DPI), North Dakota Bureau of Criminal Investigation (BCI) credential and licensing verifications, reference checks, and verification.

Superintendent Indicators of Compliance:

Indicator 1: Each newly hired employee will successfully clear her or his background check prior to the first day of work with BPS.

Indicator 2: The internal control processes verify that all employees hired between July and June of the fiscal year have successfully cleared all background checks according to the level of risk exposure in their employment classification, based on EEOC guidelines.

OE-4.2

Superintendent Interpretation: BPS needs and values the work provided by volunteers. BPS shall make all reasonable efforts to check for any criminal activity in the volunteer's past to protect our students and staff.

- **Reasonable background inquiries and checks** shall mean a professional background check prior to allowing a person to volunteer.
- **Contact** shall mean any opportunity a volunteer has to be with students under the direction of district personnel.

Superintendent Indicator of Compliance:

Indicator 1: No person will fill a volunteer position as defined in Volunteer Policy KAAB without first satisfactorily passing a background check.

OE-4.3

Superintendent Interpretation: The Board is interested in building the best quality staff and adding value to the team using procedures in Policies CAAB "Hiring Administrative Staff," DBAC "Recruitment, Hiring, and Background Checks for New Instructional Personnel," and DBAA "Recruitment, Hiring, and Background Checks for New Classified Personnel."

- **Best-suited** shall mean the candidate selected for any position in the District meets or exceeds the minimum criteria of the position and the expectations of the hiring committee, director/principal, and/or Superintendent in order to find the best match possible for the team and for the particular role.
- **Highly qualified** shall mean the candidate has the appropriate levels of experience, education, license, credential, or certification needed for the position as well as completion of successful interview process, which may include a performance interview.

Superintendent Indicator of Compliance:

Indicator 1: All classified staff, teachers, principals, and administrators hired met the baseline qualifications for their positions or had the proper waiver.

OE-4.4

Superintendent Interpretation: Clear rules and procedures, including what is expected of employees, how they will be evaluated, how they will know if their work is below expectations, and what the consequences will be are important in building a quality work force.

- **Administer** shall mean to supervise or oversee that personnel rules and procedures are followed.
- **Clear** shall mean personnel rules and procedures are communicated in writing.

- **Rules and procedures** shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.

Superintendent Indicators of Compliance:

Indicator 1: All employees have digital or paper access to the Negotiated Agreements, employee handbooks and required policies, required federal and state notices, and emergency flip charts, as the position requires.

Indicator 2: Within 30 days of signing contracts or the beginning of the new school year or within two weeks of accepting employment, all District employees have signed and returned to Human Resources an acknowledgement form to affirm they received updated policies the District is legally required to provide to staff annually.

OE-4.5

Superintendent Interpretation: an effective process for handling complaints and concerns is important.

- **Effectively handle** shall mean investigate promptly and accurately with consideration and professionalism. However, “effectively” does not necessarily mean complainants will always be pleased with the complaint’s resolution.
- **Complaints and concerns** shall mean grievances or questions related to sexual harassment, discrimination claims, contractual violations, Board and District policies and procedures, and possible violations of state and federal laws.

Superintendent Indicator of Compliance:

Indicator 1: 100% of known complaints and grievances are resolved or handled in accordance with policy and Negotiated Agreements, as applicable.

OE-4.6

Superintendent Interpretation: employees and employers benefit from job descriptions that are well-designed and clearly written for each category of position and each unique position. Job descriptions are necessary for recruitment, hiring, and evaluation.

- **Maintain** shall mean to keep current and accurate.
- **Adequate** shall mean job descriptions reflect the minimum qualifications, essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.

Superintendent Indicator of Compliance:

Indicator 1: 100% of job descriptions will be available to employees and for use by administrators during the hiring and evaluation processes.

OE-4.7

Superintendent Interpretation: Central Office, as keepers of personnel information, must have uncompromising ethical principles and follow legal requirements for securing and protecting personnel files and information in the office setting as well as more informal settings.

- **Protect** shall mean to secure, keep safe, and preserve employee confidential information.
- **Confidential** shall mean access to employee information follows federal and state law, including Health Insurance Portability and Accountability Act (HIPAA).

Superintendent Indicators of Compliance:

Indicator 1: During the fiscal year, there has been no report of a breach of confidential information by District staff.

Indicator 2: Any report of a breach of confidentiality by a staff member has been thoroughly investigated and appropriate action taken.

OE-4.8

Superintendent Interpretation: The Human Resources Department will advise the Superintendent who shall advise the Board of appropriate compensation for employee groups, given the marketplace and projected revenue. Periodic studies of comparability should be conducted.

- **Competitive** shall mean the District offers are as good as or better than others of a comparable nature.
- **A compensation plan** shall mean District salaries and benefits are commensurate with or higher than equivalent positions when compared to similar school districts.
- **Highest quality** in terms of attracting applicants shall mean a candidate who meets the criteria of the position and the expectations of the hiring committee, supervising administrator, or Superintendent.
- **Highest quality** in terms of retention of employees shall mean those who are evaluated as effective or higher based on the District's evaluation criteria.

Superintendent Indicators of Compliance:

Indicator 1: Salaries and benefits will be negotiated for teachers and administrators, with efforts to maintain a competitive stance in the marketplace, given affordability due to budget.

Indicator 2: Salaries and benefits will be adjusted for support staff and professional support staff through consultation, with efforts to maintain a competitive stance in the marketplace, given affordability due to budget.

Indicator 3: A periodic review of market study data will be conducted for specific employee classes when appropriate, agreed upon, and possible within the budget.

Indicator 4: Turnover in teaching and administrative staff is 5 percent or lower annually except for retirement and leave due to family moving out of the area.

Indicator 5: Turnover in professional support staff and secretarial and custodial support staff is 5 percent or lower annually except for retirement and leave due to family moving out of the area.

Indicator 6: Turnover in instructional aide and child nutrition support staff is 30 percent or lower annually except for retirement and leave due to family moving out of the area.

OE-4.9

Superintendent Interpretation: The Board requires that all employee performance is evaluated in relation to the Board's strategic results and compliance with the Board's Operational Expectations policies.

- **Consistent with the Superintendent's own evaluation** shall mean that employee evaluations will be aligned with the Superintendent's evaluation, Student Achievement results, and Operational Expectations compliance.
- **Evaluate** shall mean assessing the degree to which employee performance is meeting the District's expectations and standards for performance as well as any state requirements and then providing employee feedback, goal setting, and coaching.
- **Achieving** shall mean that the employee performance contributes to accomplishing the Board's goals.
- **Compliance** shall mean District employees are assessed pursuant to the appropriate evaluation.

Superintendent Indicators of Compliance:

Indicator 1: All teachers are expected to analyze student achievement data and, with the assistance of their principal, determine annual goals for professional growth to best impact student achievement of the academic and social emotional curriculum.

Indicator 2: All professional support staff are expected to analyze district needs and, with the assistance of their supervisor, determine annual goals for professional growth to best impact the District's needs.

Indicator 3: All principals are expected to analyze student achievement data and, with the assistance of their assistant superintendent, determine annual goals for professional growth for themselves and their staff to best impact student achievement of the academic and social emotional curriculum.

Indicator 4: All district-level administrators are expected to combine performance and department goals/objectives into an operational plan aligned to the Operational Expectations policies.

Indicator 5: All support staff are responsible for supporting the District's daily work and instructional programs and are evaluated at least annually.

OE-4.10

Superintendent Interpretation: The Board is committed to hiring highly qualified staff that adds sustained value to the BPS team. This includes hiring the most qualified staff for each position and ensuring staff engage in high quality staff development.

- **Highly qualified** shall mean the candidate has the appropriate levels of experience, education, license, credential, or certification needed for the position as well as completion of successful interview process, which may include a performance interview.

Superintendent Indicator of Compliance:

Indicator 1: All classified staff, teachers, principals, and administrators hired met the baseline qualifications for their positions or had the proper waiver.

Indicator 2: The district will implement a staff development management system. This system will provide a professional development platform to document alignment, choice, and analytics that will monitor and guide staff performance, development, and growth.

OE-4.11

Superintendent Interpretation: The Board is committed to a culture of collaboration and inclusion where all employees are treated with dignity and respect as all work collectively to meet the needs of the organization.

- **Inclusion** shall mean valuing people for who they are, nurturing our diversity, and embracing the contributions of all students, families, and staff.

Superintendent Indicator of Compliance:

Indicator 1: 100% of known complaints and grievances are resolved or handled in accordance with policy and Negotiated Agreements, as applicable.

OE-4.12

Superintendent Interpretation: The Board is committed to ensuring all staff are free of reprisal for filing legitimate complaints or grievances. Administrative Policy KACB *Complaints About Personnel* documents the process.

- **Legitimate** shall reference applicable laws, Bismarck Public Schools' Coherent Governance Policies, Bismarck Public Schools' Administrative Policy, and established Bismarck Public Schools' practices.
- **Reprisal/Retaliation** shall mean seeking undue or negative consequences against an individual.

Superintendent Indicator of Compliance:

Indicator 1: 100% of known complaints and grievances are resolved or handled in accordance with policy and Negotiated Agreements, as applicable.

End of Bismarck Public School District Board Policy OE-4

Approved: 3/26/2018,

Revised: 4/13/2020,

9/28/2020

Monitoring Method: Internal Report

Monitoring Frequency: Annually in September