

Liberty Union High School District

Board Policy

Classification: Personnel

Policy No. **BP4000**

Subject: Concept and Roles in Personnel

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Effective 12/17/86

Revised 02/11/09

The Governing Board recognizes that the success of the district students and programs hinges on effective personnel. The Governing Board wishes to establish, through the personnel policies and regulations of the district, safe and supportive working 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. The Governing Board desires that teachers pursue excellence within their profession and shall provide incentives to teachers of demonstrated ability and expertise which will encourage them to stay in the public school system. The policies in this section shall reflect these concepts.

The Governing Board believes that its personnel policies must be developed through the cooperation and participation of the employee organizations, the administrative staff, and the Board in an atmosphere of mutual faith and good will.

The Governing Board affirms its intention to have all policies, regulations and procedures of the district conform to all requirements of law and state regulations, including equal employment opportunity, district-wide single-standard salary schedules, and comparable staffing, programs, instructional supplies and curriculum materials.

The Governing Board, as the legal representative of the district in negotiations with employee associations, shall set goals and guidelines for collective bargaining, select the bargaining team(s), maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been lawfully negotiated and stated in employee contracts will have the force of policy.

Provisions for the implementation of adopted policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected, may voice their opinions.

The Governing Board

1. Adopts wage and salary schedules.
2. Approves a framework for sound hiring practices and elects or rejects employees on the recommendation 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., either through the policies and regulations of the district or through negotiations with exclusive representatives (employee's organizations).
4. Serves as a court of appeals:
 - a) in cases of referred by the Superintendent or which may be appealed by employees directly from the Superintendent's judgment,
 - b) or as specified in adopted employee organization bargaining agreements.

The Superintendent

1. Has primary responsibility for overseeing the district's personnel system, including nominating for employment all certificated and classified personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action according to Board policy and administrative regulations, and/or state or federal laws

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and regulations.

3. With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved, proposes salary schedules for staff members not covered by an employee organization agreement, and serves as consultant to the Board throughout negotiations with employee organizations on all matters under negotiations.

Working Relationships between Board and Superintendent

The Governing Board desires to be guided principally by the advice of the Superintendent in regard to its relations with certificated and classified personnel. If a nomination by the Superintendent is not acceptable to the Board the nomination shall be withdrawn. The Superintendent shall then present other nominations to the Board for consideration. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The Governing Board agrees that all approaches by employees to the Board or to the individual members of the Board shall be referred 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 Superintendent or designee shall establish procedures whereby he/she will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

Legal reference:

Education Code

35020 Duties of employees fixed by Governing Board

35035 Powers and duties of Superintendent

35160 Powers of Governing Board

44830 Authority of Board to Hire

Government Code:

3540-3549.3 Public educational employer-employee relations