San Bernardino County Superintendent of Schools
Policy 4000

CONCEPTS AND ROLES IN HUMAN RESOURCES

Human Resources policies are an essential part of the program of public education. The philosophy of the County Superintendent of Schools and the community is generally reflected in such policies.

Through Human Resources policies, the County Superintendent of Schools wishes to establish conditions that will attract and hold the highest qualified personnel, for all positions, who will devote themselves to the education and welfare of students.

The County Superintendent of Schools is the employer of record of all personnel employed by the Office and is responsible for ail assignment of personnel, for their recruitment, selection, discipline and the acceptance of resignations. These responsibilities may be delegated to a staff designee as needed.

The policies and procedures in this series are established to inform employees of the County Superintendent of Schools of the framework within which they operate. The County Superintendent of Schools intends that they be administered uniformly and fairly throughout.

The County Superintendent of Schools considers it the right and responsibility of the total staff to offer their abilities, experiences and interests to the consideration and development of programs and policies for advancement of the total educational program in the county, state and nation.

The duties and responsibilities of staff and school positions shall be clearly defined in writing and made known to each member of the staff who shall be held accountable for those duties assigned to him/her.

References are made throughout this chapter to the Human Resources/Office; this term is used and interpreted to be coterminous with the concept and role of a Human Resources department.

Certain employees of the San Bernardino County Superintendent of Schools are represented by the terms and conditions of a Collective Bargaining Agreement (CBA). If there are instances where the provisions of this chapter differ from the contracts, the CBA takes precedence over the provisions of this chapter, as long as the CBA does not violate the provisions of law. For all employees not included in a CBA, this chapter is included with and has the effect of law.

Approved: September 15, 1994
Revised: December 4, 2012

Date Approved //^

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