

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 ***Desired Results*** policies.

The Superintendent will:

1. Conduct extensive background inquiries and checks prior to hiring any paid personnel.
2. Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have unsupervised contact with learners.
3. Screen, select, and retain the most qualified candidates that exhibit the skills and dispositions valued by the district.
4. Actively recruit a high-quality, representative workforce.
5. Administer clear personnel rules and procedures for employees.
6. Effectively handle contract grievances.
7. Maintain adequate job descriptions for all staff positions.
8. Protect confidential personnel information.
9. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees within available resources and consistent with the applicable marketplace.
10. Assure the integrity of the district's payroll function.
11. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's *Desired Results* policies and their compliance with the Board's *Operational Expectations* policies.

Adopted: 03/25/2013

Reviewed:

Revised: 02/08/2021, 06/26/2023, 05/12/2025

Monitoring Method: Internal report
Monitoring Frequency: Annually in July

West Fargo Public Schools