

Personnel

CONCEPTS AND ROLES

BP 4000

The Governing Board believes that the academic achievement, personal growth, and well-being of district students, and the success of district programs, hinges on district personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students.

The Board recognizes that every employee has a role in the district's successful operation. The Board encourages all district employees to express their ideas, concerns, and proposals related to the improvement of working conditions and the total educational program. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

The district's relationship with its collective bargaining units is critical to enhancing organizational effectiveness and improving student outcomes. Whenever possible, it is the intent of the Board that the district communicate and collaborate regularly with the representatives of collective bargaining units to resolve conflict.

As the legal representative of the district in negotiations with employee representatives, the Board shall set goals and guidelines for collective bargaining and take action on any tentative agreement. Additionally, the Board, in conjunction with the Superintendent, shall select the district's bargaining team and maintain communications with the negotiating team during the bargaining process.

Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. Additionally, the Board shall adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Superintendent has responsibility for overseeing district personnel. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

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The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with all applicable collective bargaining agreements and any accountability systems approved by the Board. Additionally, the Superintendent or designee shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, administrative regulations, and/or state or federal law.

The Superintendent or designee shall establish procedures whereby the Superintendent or designee will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35020

Ed. Code 35035

Ed. Code 35160

Gov. Code 3540-3549.3

Management Resources

California Labor Management Initiative Publication

Website

Website

Description

[Duties of employees fixed by governing board](#)

[Powers and duties of the superintendent; transfer authority](#)

[Authority of governing boards](#)

[Educational Employment Relations Act](#)

Description

[Resource Guidebook: Building Partnerships to Create Great Public Schools, May 2024](#)

[Californians Dedicated to Education Foundation](#)

[CSBA District and County Office of Education Legal Services](#)

Cross References

Policy

4030

4030

4111

4115

4115

4118

4118

4131

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Description

[Nondiscrimination In Employment](#)

[Nondiscrimination In Employment](#)

[Recruitment And Selection](#)

[Evaluation/Supervision](#)

[Evaluation/Supervision](#)

[Dismissal/Suspension/Disciplinary Action](#)

[Dismissal/Suspension/Disciplinary Action](#)

[Staff Development](#)

[Collective Bargaining Agreement](#)

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4144	<u>Complaints</u>
4144	<u>Complaints</u>
4151	<u>Employee Compensation</u>
4211	<u>Recruitment And Selection</u>
4215	<u>Evaluation/ Supervision</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4218.1	<u>Dismissal/ Suspension/ Disciplinary Action (Merit System)</u>
4231	<u>Staff Development</u>
4241	<u>Collective Bargaining Agreement</u>
4243	<u>Negotiations/ Consultation</u>
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4300	<u>Administrative And Supervisory Personnel</u>
4300	<u>Administrative And Supervisory Personnel</u>
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4315	<u>Evaluation/ Supervision</u>
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4351	<u>Employee Compensation</u>
9000	<u>Role Of The Board</u>

Policy

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: September 26, 1995

Pasadena, California

Revised: May 22, 2014 05/22/2014; 03/26/2026;