

Cache County School District

Policy Series 5000: Personnel

Policy No. 5050

Employee Personnel Policies and Affirmative Action Statement

General Provisions

A. Under general direction of the Board of Education ("Board") of the Cache County School District ("District"), the Superintendent of Schools ("Superintendent") or a designated official shall have authority to operate a positive personnel management program, including:

1. Prescribe and fix schedule of salaries.
2. Examine and approve all requests for personnel and certify all new positions and the filling of all vacancies.
3. Investigate the need for every existing position, determine the classification thereof, and prescribe means of discontinuing unnecessary positions.
4. Promulgate and publish regulations and procedures regarding the conduct and employment of employees covering working hours, overtime, sick leave, vacations, and other matters of personnel policy, and enforce such regulations and procedures uniformly. The Superintendent shall have prime responsibility for conducting wage studies, reviewing appointments and propose new position to assure compliance with established personnel policies; developing a standard code for disciplinary actions; establishing grade allocations proposed by the line agencies.
5. The Superintendent shall have prime responsibility for developing job classification standards, recruiting qualified personnel; preparing and validating examination; scoring and determining the reliability of examination; and certifying names there from; developing and maintaining a performance rating system and maintaining central personnel records.

Legal References:

Synopsis:

Approved by the Board of Education: July 1, 1990. Last Revised: June 7, 2012.