



## **OE-3 Personnel Administration**

Policy Type: Operational Expectation

*The Board believes that student success is dependent on highly qualified staff who are able to work in a collaborative manner towards achieving the Board's Results for Students. Staff should receive relevant professional development and be appropriately compensated for their work.*

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The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees necessary to enable the organization to achieve its **Results** policies.

### **The Superintendent will:**

- 3.1 Make mandatory background inquiries and checks prior to hiring any paid personnel.
- 3.2 Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have unsupervised contact with students.
- 3.3 Select the most highly qualified and best-suited candidates for all positions.
- 3.4 Administer clear personnel rules and procedures for employees, including rules protecting against wrongful conditions, such as nepotism and inequitably preferential treatment for personal reasons.
- 3.5 Effectively handle complaints and concerns.
- 3.6 Maintain adequate job descriptions for all positions.
- 3.7 Provide for appropriate due process.
- 3.8 Prepare staff to deal with emergency situations.
- 3.9 Protect confidential information.
- 3.10 Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type and within available resources.

- 3.11 Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's **Results** policies and their compliance with the Board's **Operational Expectations** policies.
- 3.12 Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them in pursuit of achieving the **Results**.
- 3.13 Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.

**The Superintendent will not:**

- 3.14 Retaliate against any staff member for lawful, non-disruptive expression of dissent or for initiating a legitimate complaint.
- 3.15 Modify his or her own compensation or benefits.

December 14, 2005 – Adoption of Policy Governance

December 12, 2019 - Revised

July 11, 2024 – Converted to Coherent Governance

September xx, 2024 - Revised

Monitoring Method - Internal and Direct Inspection

Monitoring Frequency - Internal – Annually

Direct Inspection – October – (compensation and benefits, upon expiration of bargaining agreements)