



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.5

**Meeting Date:** August 4, 2011

Sacramento City Unified School District

OE4: Personnel Administration

August 4, 2011

I certify that the information in this report is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Jonathar P. Raymond, Superintendent

Disposition of the Board

Date for Monitoring: April, 2012

Compliance

Not in compliance

Compliance with Exception

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Gustavo Arroyo, Board President

Comments:

\_\_\_\_\_

OE4: Personnel Administration	Superintendent		Board of Education	
<i>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 Results policies.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

Interpretation:

I interpret this to mean that the district will strategically seek talented individuals who possess the skills, re <000ri <0003>Tj2(d1 T1.3552 0 TD 0 Tc <0003>Tj /TT2 1 Tf .224 0 T -.001nec (pargically)Tj /TT1 1TD 1.40

OE4.1	Superintendent		Board of Education	
<i>The Superintendent will: Conduct extensive background inquiries and checks prior to hiring any paid personnel.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

*BP and AR 4112.5, 4212.5, 4312.5 – Criminal Record Check*

Interpretation:

I interpret “extensive background inquiries” to mean that the district 28f .8634 0 TD 0 Tc <0003>Tj /TT2 1 Tf .2

Interpretation:

I interpret “reasonable background inquiries” to mean that the district will avail itself to county, state, national and sexual offender criminal history databases. Further, I interpret “services of volunteers” to mean the resources of parents or other community members who assist at school sites and in classrooms on an unpaid basis.

Indicators for Compliance:

- x Extensive criminal background check and a sexual offender background check for all potential volunteers.
- x Volunteer requests denied based on the results of background check.

OE4.3	Superintendent		Board of Education	
<i>The Superintendent will:                  Select for all positions the most highly qualified and best suited candidates with a focus on diversity, striving to match the demographic profile of the student population.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

- BP 4111 – Recruitment and Selection for Principal and Assistant Principal*
- BP and AR 4112.2r Certification*
- BP 4211 – Recruitment and Selection*
- AR 4311 – Selection Process for Management Appointments*
- BP and AR 4112.61, 4212.61, 4312.61r Employment References*

Interpretation:

I interpret the term “select” to mean the district will have an established hiring process that is clearly articulated, fair and equitable to all candidates seeking employment. Further, I interpret “highly qualified candidates and best suited” to mean that candidates selected for employment will meet or exceed hiring criteria established by the district and required by state or federal law. The district also will strive to employ individuals that reflect the talents, positive behaviors and historical and linguistic perspectives of the cultures represented in our community and represent the characteristics of SCUSD’s student population in terms of gender, race, age, disability, socioeconomic status and language.

Indicators for Compliance:

- x District recruitment database of highly qualified candidates.
- x Reference checks for all employees prior to recommendation for hire.
- x Site visits where appropriate.
- x Williams Act monitoring data indicating compliance with No Child Left Behind Highly Qualified Teacher standards.

- x Employee demographic data aligned to student demographic data.

OE4.4	Superintendent		Board of Education	
<i>The Superintendent will: Administer clear personnel rules and procedures for applicants and employees.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

- BP 4119.21, 4219.21, 4319.21 – Code of Ethics*
- E 4119.21, 4219.21 – Code of Ethics*
- BP 4119.3, 4219.3, 4319.3 – Duties of Personnel*
- AR 4122 – Temporary/Substitutes Personnel*
- AR 4127, 4227, 4327 – Temporary Athletic Team Coaches*
- BP 4212 – Appointment and Conditions of Employment*

Interpretation:

I interpret “clear personnel rules and procedures” to mean employees and applicants will have concise and understandable policies necessary for their employment and the opportunity to access this information.

Indicators for Compliance:

- x Comprehensive Employee Handbook distributed to all new employees with relevant information regarding hiring procedures.
- x Annual Employee Notification with updated personnel rules and policies communicated to all employees via district website.
- x Updated information on rules and procedures for employees posted on district website.
- x ISO (International Organization for Standardization) certification of Human Resources Department processes and procedures communicated to all employees via district website.

OE4.5	Superintendent		Board of Education	
<i>The Superintendent will: Effectively handle complaints and concerns.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

*BP and AR 1312.2 – Uniform Complaint Procedures*  
*AR 1312.4 – William Uniform Complaint Procedures*  
*AR 4031 – Complaints Concerning Discrimination in Employment*  
*BP and AR 4144, 4244, 4344 – Complaints*  
*BP and AR 4119.11, 4219.11, 4319.11 – Sexual Harassment*

Interpretation:

I interpret “effectively handle complaints and concerns” to mean complaints and concerns are received, and

E “effectively” means that the complaint is resolved in a timely manner and the complainant is satisfied with the outcome. The complaint is resolved in a timely manner and the complainant is satisfied with the outcome. The complaint is resolved in a timely manner and the complainant is satisfied with the outcome.

OE4.6	Superintendent		Board of Education	
<i>The Superintendent will: Maintain adequate job descriptions for all staff positions.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

*BP 4119.3 – Duties of Personnel*

*BP 4219.3 – Duties of Personnel*

*BP 4319.3 – Duties of Personnel*

Interpretation:

I interpret “maintain adequate job descriptions” to mean that positions will be described in such detail that applicants will have an understanding of the tasks, functions, responsibilities, expectations, qualifications and competencies required of a position. Further, descriptions will reflect the needs of the district, accurately outline position competencies and requirements, and will be periodically reviewed for relevancy.

Indicators for Compliance:

- x All positions in the district have a defined job description.
- x All job descriptions are available on the district web site for access by employees and the community to ensure transparency.
- x All new positions and positions that have become open as a result of turnover have been reviewed and updated if necessary.
- x All represented employee job descriptions are reviewed with their respective collective bargaining group.
- x All job descriptions reviewed and updated if necessary every three years.

OE4.7	Superintendent		Board of Education	
<i>The Superintendent will: Protect confidential information.</i>	In Compliance	Not in Compliance	In Compliance	Not in Compliance

*BP and AR 4112.6 – Personnel Files*

*BP and AR 4212.6 – Personnel Files*

*BP and AR 4312.6 – Personnel Files*

*BP 4119.23 – Unauthorized Release of Confidential/Privileged Information*

Interpretation:

I interpret “protect confidential information” to mean the district has systems and processes in place to ensure that confidential information is only retrievable by authorized personnel. Electronic systems have been created.

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Indicators for Compliance:

- x Salary schedule posted on the district web site for public access.
- x Fair and appropriate employee compensation negotiated with all collective bargaining groups.
- x Employee compensation and benefit comparisons performed every three years to determine the competitive salary structure for the district.

OE4.9	Superintendent	Board of Education
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*The Superintendent's site*

OE4.10



OE