



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 “extensivebackgroundnquiries” 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” p “ e f f e l T c 2 i i A t e o p e 2 2 4 y 0 T D 2 n 2

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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b7TX
b7TY
b7TZ
b7UA
b7UB
b7UC
b7UD
b7UE
b7UF
b7UG
b7UH
b7UI
b7UJ
b7UK
b7UL
b7UM
b7UN
b7UO
b7UP
b7UQ
b7UR
b7US
b7UT
b7UU
b7UV
b7UW
b7UX
b7UY
b7UZ
b7VA
b7VB
b7VC
b7VD
b7VE
b7VF
b7VG
b7VH
b7VI
b7VJ
b7VK
b7VL
b7VM
b7VN
b7VO
b7VP
b7VQ
b7VR
b7VS
b7VT
b7VU
b7VV
b7VW
b7VX
b7VY
b7VZ
b7WA
b7WB
b7WC
b7WD
b7WE
b7WF
b7WG
b7WH
b7WI
b7WJ
b7WK
b7WL
b7WM
b7WN
b7WO
b7WP
b7WQ
b7WR
b7WS
b7WT
b7WU
b7WV
b7WW
b7WX
b7WY
b7WZ
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b7XD
b7XE
b7XF
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b7XH
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b7XJ
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b7XN
b7XO
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b7XR
b7XS
b7XT
b7XU
b7XV
b7XW
b7XX
b7XY
b7XZ
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b7YD
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b7YI
b7YJ
b7YK
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b7YO
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b7YQ
b7YR
b7YS
b7YT
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b7YW
b7YX
b7YY
b7YZ
b7ZA
b7ZB
b7ZC
b7ZD
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b7ZH
b7ZI
b7ZJ
b7ZK
b7ZL
b7ZM
b7ZN
b7ZO
b7ZP
b7ZQ
b7ZR
b7ZS
b7ZT
b7ZU
b7ZV
b7ZW
b7ZX
b7ZY
b7ZZ

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