

1.6 Organization and Planning

Professional Standard

Individual staff members have developed goals and objectives in their areas of responsibility and a personal professional development plan.

Progress on Recommendations and Improvement Plan

1. The directors of classified and certificated human resources provided a copy of their 2002-03 performance objectives. For 2003-04, performance goals had not been requested by the Superintendent at the time of the assessment. Individual goals and objectives for the 2003-04 school year for the nine support staff members of the Human Resources Department were provided. The completion of these took place in November of this year, and they will be part of each staff member's annual evaluation.
2. Although FCMAT's previous recommendations suggested that individuals submit one goal each related to their area of responsibility and professional development, they submitted from two to seven goals each.

Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Self-Rating:	6
January 2004 New Rating:	6



2.2 Communication: Internal/External

Professional Standard

The Personnel and Business divisions have developed and distributed a menu of services that includes activities performed, the individual responsible, and the telephone numbers where they may be contacted.

Progress on Recommendations and Improvement Plan

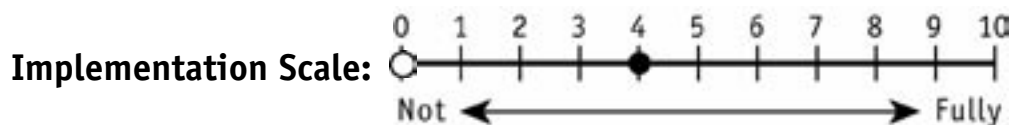
1. The Human Resources Department has prepared a listing of position responsibilities for all its staff members. This document is used internally but could be modified to become the beginning of a services menu. Sample documents from two school districts were provided by the consultants.

The visiting committee was informed that the district central office was planning to develop a document listing various services and the people to call for assistance.

2. The human resources administration provided each staff member with a Human Resources Guide binder that is intended to hold a variety of materials including the materials provided site administrators in a principal/administrator guide, personnel office desk procedures and internal operation procedures for the human resources office. This binder and its contents are intended to answer questions that come from the field.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 6
January 2004 New Rating: 4



2.3 Communication: Internal/External

Professional Standard

The Personnel Division provides an annual report of activities and services provided during the year.

Progress on Recommendations and Improvement Plan

1. The Human Resources Department staff provided copies of an annual planning calendar for the office. This calendar also was presented to the Superintendent.
2. The Human Resources Department also provided a three-page draft copy of an outline detailing what would be included in a future developed annual report. Sample district annual reports were left with the Human Resources Department.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 2
January 2004 New Rating: 2



3.2 Certificated Recruitment/Selection

Professional Standard

Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.

Progress on Recommendations and Improvement Plan

1. The Human Resources Department has not developed comprehensive written procedures describing the certificated hiring process that identify the responsibilities of the department and site administrators. When developed, the procedures need to address how to prepare and submit personnel requisitions, post vacancies, perform paper screening, develop interviewing questions and rating rubrics, complete reference checks, forward notifications to candidates and obtain board approval.
2. Each human resources work station has a Human Resources Guide that includes some general personnel procedures, job goals, job descriptions, and, in the areas covering Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) and substitute calling (SIMS) more detailed information. The Human Resources Department needs to establish detailed listings that establish individual desk responsibilities for the certificated hiring process.
3. The Human Resources Department has provided all principals with a Human Resources Guide that includes material covering a number of different areas. Only two pages provide general information on the certificated selection process. The material on certificated selection should be expanded to include a more detailed description of the selection process and copies of forms used, including rating sheets and reference forms.

In August, all site administrators received training on the certificated selection process.

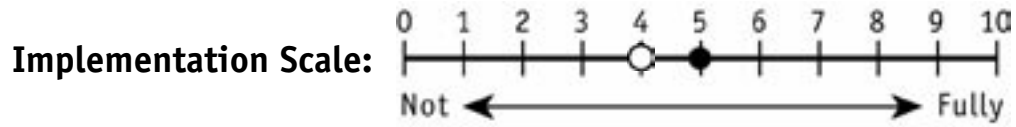
4. The Human Resources Department reported that it has not changed its procedures regarding how the optional applicant employment questionnaires are maintained. The district now receives the majority of its applications from Ed-Join, which does not include the optional questionnaire as part of the online applicant packet. The Human Resources Department should review its application process and determine if the optional questionnaire is needed. If it is collected, a process should be implemented to ensure it is maintained separately from the application.
5. The Human Resources Department does not maintain a database that captures the ethnic and age data collected on the optional employment questionnaire.

Standard Implemented: Partially

July 2003 Rating: 4

January 2004 Self-Rating: 6

January 2004 New Rating: 5



3.11 Certificated Recruitment/Selection

Professional Standard

The district is preparing to address new federal regulations as they relate to the “No Child Left Behind” Act.

Progress on Recommendations and Improvement Plan

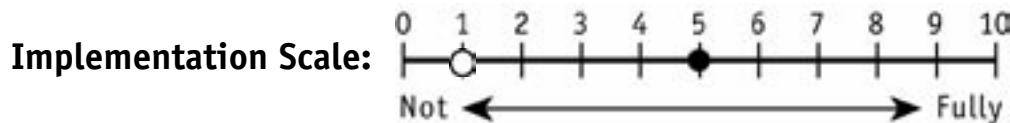
1. The Human Resources Department is currently participating in a number of activities to keep abreast of the new “No Child Left Behind Act” requirement. The Director of Certificated Personnel subscribes to a pertinent newsletter and receives regular e-mail updates on the act. Recently, the director attended two training workshops, one with a school legal firm and the other with the San Joaquin County Office of Education that included updates on the act. The Human Resources Department also participates in the East Bay BTSA Induction Consortium that is currently examining the “highly qualified teacher” issues.

The classified personnel area has begun using the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) instructional aide test that meets the “No Child Left Behind” requirements for all new hires. The district staff is meeting with the union to determine how best to ensure current employees meet the new requirement.

2. The district has not yet developed a plan to meet the “highly qualified teacher” provision.
3. The district is waiting for the state guidelines on who is a “highly qualified teacher” before developing hiring and assignment guidelines.

Standard Implemented: Partially

July 2003 Rating: 1
January 2004 Self-Rating: 5
January 2004 New Rating: 5



3.12 Certificated Recruitment/Selection

Professional Standard

The district systematically initiates and follows up on reference checking on all applications being considered for employment.

Progress on Recommendations and Improvement Plan

1. The Human Resources Department has not yet developed written procedures on the requirements for conducting reference checks. A draft has been prepared of a reference checking form that has been shared with at least one principal but is not yet in general use. The Human Resources Department relies on principals to conduct reference checks, but there is no process to ensure this occurs.

The Human Resources Department should finalize the reference check form and develop procedures that ensure references are checked and that there is a written record of the reference check completion.

Standard Implemented:

July 2003 Rating:	3
January 2004 Self-Rating:	4
January 2004 New Rating:	3



4.5 Classified Recruitment/Selection

Professional Standard

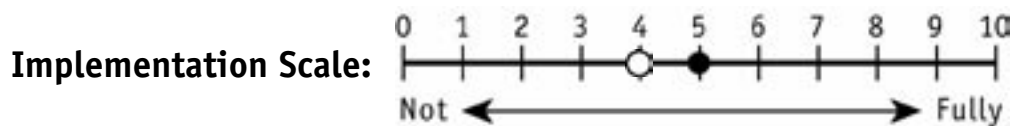
The district systematically initiates and follows up on all reference checking on all applications being considered for employment.

Progress on Recommendations and Improvement Plan

1. The classified personnel group provides selecting administrators with a Classified Employment Interview Form and reference checking forms. The Classified Employment Interview Form includes a provision that requires the selecting administrator to return completed reference check forms to the Human Resources Department upon completion of the selection process. There are no other written procedures governing the use of the reference check form. The current process will be enhanced by developing more definitive procedures.
2. No training is currently being provided to supervisors or managers on how to conduct reference checks. The staff's ability to conduct reference checks will be improved through training.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 6
January 2004 New Rating: 5



5.1 Employee Induction and Orientation

Professional Standard

Initial orientation is provided for all new staff.

Progress on Recommendations and Improvement Plan

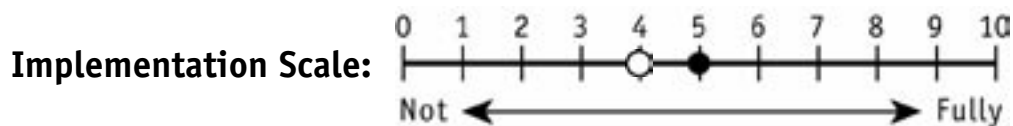
1. A half day orientation was provided to new teachers on August 21, 2003. New substitute teachers were invited to attend an orientation session on October 22, 2003. These sessions were well received and included several valuable handout materials and information. No comprehensive written procedures have been developed for the employee orientation comprehensive programs.
2. The Certificated Personnel Specialist in the Human Resources Department meets individually with all newly hired certificated staff. The Director of Classified Personnel meets individually with all newly hired classified staff.

Group induction has not yet been developed, however, a draft has been developed for the implementation of a group orientation program.

3. Principals and supervisors have not been involved in planning and presenting orientation programs.
4. Handbooks have not been developed to be distributed at all classified or certificated orientations for new employees.
5. A goal has been established to provide a classified orientation quarterly.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 6
January 2004 New Rating: 5



6.2 Operational Procedures

Professional Standard

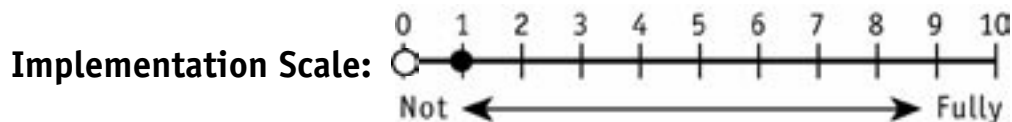
Personnel Division nonmanagement staff members have individual desk manuals for all of the personnel functions for which they are held responsible.

Progress on Recommendations and Improvement Plan

1. Overall functions and assignments for all department staff members have not been fully developed. The newly developed Human Resources Guide for Principals has been provided to each human resources staff member for inclusion in the binder to be maintained at each staff member's desk. Individual job descriptions are included in the staff binders, and additional materials are included when developed. The management staff continues to complete clerical functions that should be delegated to other human resources staff members.
2. Individual desk manuals have not been developed for all human resources functions, calendars and deadlines. Time lines should be established for each position to develop an individual desk manual. Staff meetings could include a review of the time lines.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 2
January 2004 New Rating: 1



6.3 Operational Procedures

Professional Standard

The Personnel Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.

Progress on Recommendations and Improvement Plan

1. A principals' and supervisors' manual has been developed that provides the following district information: Certificated staff information, policies and forms, and classified staff information, policies and forms.

A brief outline of the hiring process has been included in the Principal's Resource Guide.

2. An internal Human Resources Department operations procedures manual has not been completed, however, some of the materials included in the principal's manual could be made a part of an internal operations procedures manual.

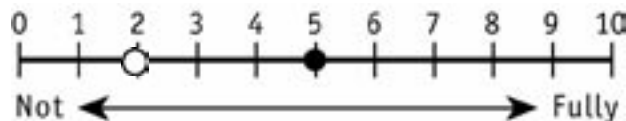
The administrative coordinators (certificated and classified) have been given responsibility for coordinating the project. No time line has been established for completing the project. The issues are reviewed in staff meetings and are ongoing.

3. The Principal's Resource Guide is being periodically updated and provided to all site administrators.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: 6
January 2004 New Rating: 5

Implementation Scale:



6.6 Operational Procedures

Professional Standard

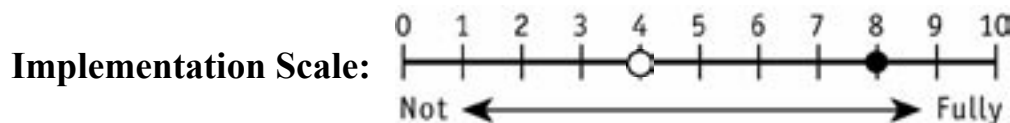
The Personnel Division has procedures that allow for personnel and payroll staff to meet regularly to solve problems that develop in the process of new employees, classification changes, and employee promotions.

Progress on Recommendations and Improvement Plan

1. The human resources, payroll and position control staffs have established a monthly meeting schedule for 2003-04. The meetings have a formal agenda and are attended by a large number of key representatives from each of the functional job areas. After each meeting, a summary is prepared that indicates what was agreed upon and who is responsible for any required action.
2. The items discussed at the joint meeting cover a wide range of issues of mutual concern, including personnel requisition processing steps and time lines, paperwork requirements to ensure proper payments, timesheet processes, absence tracking and processing over-payments.
3. After each joint meeting, a summary is prepared of issues resolved and of details of agreements made as to process.
4. The payroll and human resources groups have developed a document that details the responsibilities of each department to ensure employees are paid correctly and on time. The document describes the responsibilities of the employee, principals and administrators, budget managers and personnel, position control and payroll staffs in the preparation and processing of a personnel requisition.
5. Each human resources employee was provided with a current copy of his/her job description.

Standard Implemented: Fully - Substantially

July 2003 Rating: 4
January 2004 Self-Rating: 10
January 2004 New Rating: 8



6.9 Operational Procedures

Professional Standard

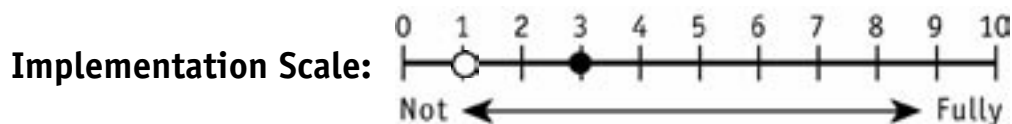
Personnel staff members attend training sessions/workshops to keep abreast of the most current acceptable practices and requirements facing personnel administrators.

Progress on Recommendations and Improvement Plan

1. A needs assessment has not been carried out by the human resources staff in an effort to identify department staff training needs. Information regarding available training programs should be identified and a staff training plan developed. The plan should include a time line and cost estimates.
2. Training goals for personnel managers and the staff still need to be established.
3. The district's annual staff development day on October 13 included job-alike groups. The Human Resources Department sponsored and attended a sexual harassment workshop. The Administrative Coordinator, the Substitute Coordinator, and the two human resources directors attended workshops and training seminars this year.

Standard Implemented: Partially

July 2003 Rating: 1
January 2004 Self-Rating: 4
January 2004 New Rating: 3



7.2 State and Federal Compliance

Professional Standard

The Governing Board requires every employee to present evidence of freedom from tuberculosis as required by state law (EC 44839, 49406).

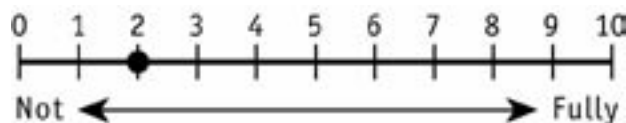
Progress on Recommendations and Improvement Plan

1. The Human Resources Department provides new employees with an informational sheet on the district's tuberculosis clearance requirements and the need for subsequent check-ups. Current requirements stipulate that employees pay all costs. Other than the informational sheet, there are no administrative regulations on how tuberculosis checks shall be conducted.
2. The Human Resources Department has not yet developed a plan for monitoring or informing current employees of the need for subsequent tuberculosis checkups. Procedures should be developed to ensure all employees comply with the every four-year testing requirement.
3. The district has not yet developed for existing employees testing procedures that establish the consequences for failing to retest. The district has yet to consult with legal counsel about this issue. As the district develops procedures that include consequences for failing to retest, it may wish to review this matter with counsel.
4. For approximately the past six months, new employees have been entered into the personnel database with correct tuberculosis renewal dates. For the majority of employees, the date for a tuberculosis renewal does not exist in the system. The Human Resources Department should develop a plan to either retest all employees with uncertain dates or attempt to review personnel files to establish a usable database.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: 2
January 2004 New Rating: 2

Implementation Scale:



9.5 Staff Training

Professional Standard

The district provides training for all management and supervisory staff responsible for employee evaluations.

Progress on Recommendations and Improvement Plan

1. The certificated personnel reviewed with principals at a staff meeting the annual time line requirement for completing certificated evaluations. The evaluation process was reviewed with principals at a meeting at which the Human Resources Manual was distributed.
2. The Classified Personnel Director meets monthly with all classified managers. At this meeting, a number of topics are discussed, including classified evaluation. In addition, the director met with special education program supervisors, teachers with assigned instructional aides and administrators to discuss classified evaluation procedures.
3. The Human Resources Department does not maintain a sign-in sheet or listing of who attends its training sessions. Maintaining a list would document the training sessions and identify the staff members who still need to be trained.

Standard Implemented: Partially

July 2003 Rating: 6
January 2004 Self-Rating: 6
January 2004 New Rating: 6



10.4 Evaluation/Due Process Assistance

Professional Standard

The Personnel Division provides a process for the monitoring of employee evaluations and the accountability reporting of their completion.

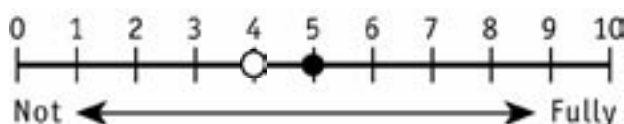
Progress on Recommendations and Improvement Plan

1. Evaluation training was provided for principals by the human resources directors in September and at monthly meetings during the year. A process for monitoring employee evaluations has begun. The Administrative Coordinator (Certificated) and the Administrative Assistant (classified) have followed through on monitoring evaluations. Some employee evaluations are still not completed on schedule.
2. The Human Resources Guide includes material for classified evaluation. Training for classified evaluators takes place periodically at the monthly meetings with the classified managers.
3. The responsibility for monitoring evaluations has been assigned within the Human Resources Department. A report will be scheduled for submission to the cabinet and the Governing Board in January 2004 and again in July 2004.
4. The Quintessential School System (QSS) technology allows for recording one evaluation due date, however, it does not have space for employees who have more than one evaluation site. It has been suggested that additional QSS training be made available to human resources staff.
5. Written procedures for monitoring evaluations for employees are in the human resources manual.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 6
January 2004 New Rating: 5

Implementation Scale:



10.5 Evaluation/Due Process Assistance

Professional Standard

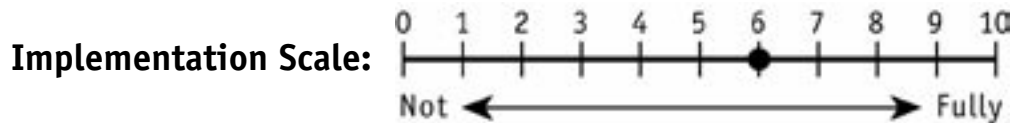
The Personnel Division has developed an evaluation handbook for management and supervisory training.

Progress on Recommendations and Improvement Plan

1. The Human Resources Guide was reviewed in 2002-03 and materials for evaluation are a part of the guide. A separate evaluation handbook has not been developed using the guide material as base information.
2. The district and the teachers' association have developed "Alternative Evaluation Options 2003-04." Article 15.3.5 in the agreement states, "By mutual agreement between teacher and principal/designee, a Permanent Teacher receiving a Summative Evaluation with an overall rating of "Distinguished" or "Proficient" may participate in alternative evaluation procedures in his/her subsequent evaluation year."

Standard Implemented: Partially

July 2003 Rating: 6
January 2004 Self-Rating: 6
January 2004 New Rating: 6



10.6 Evaluation/Due Process Assistance

Professional Standard

The Personnel Division has developed due process training for managers and supervisors.

Progress on Recommendations and Improvement Plan

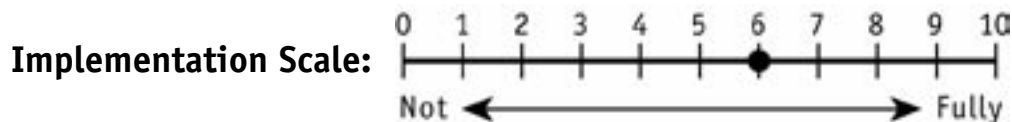
1. Managers and supervisors have been provided training in the areas of due process and progressive discipline this year. In-service training for managers took place on February 25, 2003, and included "Writing Letter of Reprimand Using the FRISK Model."
2. Facts, Rules, Impacts, Suggestions and Knowledge (FRISK) training takes place at principals' monthly meetings during the school year.

It was reported that more thorough due process and investigation training would be advantageous for classified supervisors and directors.

The human resources manual provided to management/principals includes information regarding due process training.

Standard Implemented: Partially

July 2003 Rating: 6
January 2004 Self-Rating: 6
January 2004 New Rating: 6



11.1 Employee Services

Professional Standard

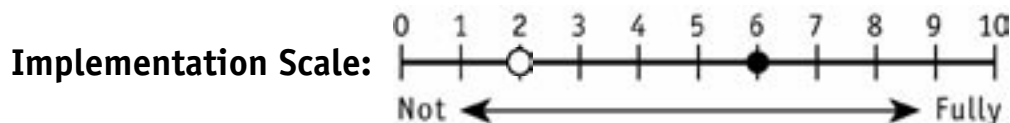
The Personnel Division has developed a program for retirement counseling, including: STRS counseling, PERS counseling, and “life after retirement.”

Progress on Recommendations and Improvement Plan

1. A California State Teachers Retirement System (Cal STRS) workshop took place on October 23, 2003. A California Public Employees Retirement System (Cal PERS) workshop took place on October 14, 2003. District employees were invited to attend these workshops. Cal STRS workshops are scheduled at least once a year. Cal PERS workshops are ongoing in the fall and spring.
2. STRS and PERS handbooks and retirement materials are provided to all participants. Materials include options available and required calendar dates for application.
3. A preretirement counseling program has not been instituted in the district. A preretirement counseling program could provide the district with valuable information from retirees and improve the personnel processes.
4. Only informal exit interviews are done. The Director of Classified Personnel and the Director of Certificated Personnel may provide an exit interview if requested by an employee.

Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Self-Rating:	6
January 2004 New Rating:	6



11.8 Employee Services

Professional Standard

The district's workers' compensation experiences and activities are reported periodically to the Superintendent's Cabinet.

Progress on Recommendations and Improvement Plan

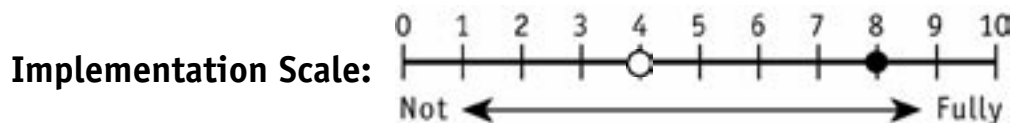
1. The Deputy Superintendent of Business and Operations has been given responsibility for workers' compensation. Major changes have been made with the hiring of an Actuarial Consultant. As a result, it has been determined that the district will seek to become self-insured. It is expected that the transition will take place in December 2003.

Ongoing safety training is provided to principals and supervisors by the Director of Maintenance.

2. Currently, the representative from Arthur J. Gallagher goes to work sites and schools twice a year and provides workers' compensation training. Insurance in-service training was held August 14, 2003, that reviewed workers' compensation reporting requirements and updates of new procedures. The Business Service Procedures Manual includes appropriate materials for employee reporting requirements.
3. The Actuarial Consultant provides details and experience analysis that is reported to the district and is available to staff.
4. As a result of the transition of workers' compensation to the Business Services Department, a link exists to the budget for calendar due dates. The yearly actuarial policy provides experience details that are presented to the Governing Board and are available to district staff.

Standard Implemented: Fully - Substantially

July 2003 Rating: 4
January 2004 Self-Rating: 8
January 2004 New Rating: 8



12.6 Employer/Employee Relations

Professional Standard

The Personnel Division provides clearly defined forms and procedures in the handling of grievances for its managers and supervisors.

Progress on Recommendations and Improvement Plan

1. The Human Resources Department maintains grievance records that include the type of data needed for submitting mandated cost claims such as time spent on grievance claims and by whom. The Human Resources Department does not maintain a grievance log for each bargaining unit that shows date, article, location, sites, etc., for each formal grievance. The development of such a database would facilitate tracking and monitoring of problem areas and locations.
2. The Human Resources Department currently provides assistance to managers on a one-on-one basis as grievances are received. Although this process provides needed assistance, the overall system would be enhanced by some large group training sessions. It would also help ensure consistency in how the district responds to grievances.
3. The district's contracts with employee groups do not all require the use of a grievance form. The grievant is allowed to submit a grievance in an unformatted letter in three of the employee units. Unsuccessful efforts have been made in the classified group to shift to the use of a prescribed grievance form. The certificated group has not formally attempted to change.

Overall, the district's grievance process will be enhanced with the use of a grievance form that spells out the type of information required to submit a grievance. This goal needs to be continually addressed.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 4
January 2004 New Rating: 4

Implementation Scale:

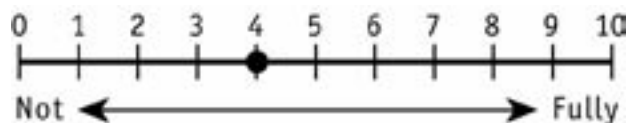


Chart of Personnel Management Standards



Progress Ratings Toward Implementation of the Improvement Plan

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
1.1	An updated and detailed policy and procedures manual exists that delineates the responsibilities and operational aspects of the personnel office.	4	NR	<input type="checkbox"/>
1.2	The district has clearly defined and clarified roles for board and administration relative to recruitment, hiring, evaluation and dismissal of employees.	4	NR	<input type="checkbox"/>
1.3	The Personnel Division has developed a mission statement that sets clear direction for personnel staff.	5	NR	<input type="checkbox"/>
1.4	The Personnel Division has an organizational chart and a functions chart that include the names, positions and job functions of all staff in the Personnel Division.	4	NR	<input type="checkbox"/>
1.5	The Personnel Division has established goals and objectives directly related to the district's goals that are reviewed and updated annually.	3	NR	<input type="checkbox"/>
1.6	Individual staff members have developed goals and objectives in their areas of responsibility and a personal professional development plan.	4	6	
1.7	The Personnel Division has a monthly activities calendar and accompanying lists of ongoing personnel activities to be reviewed by staff at planning meetings.	0	NR	<input type="checkbox"/>
1.8	The Personnel Division head is a member of the Superintendent's cabinet and participates in decision making early in the process.	8	NR	<input type="checkbox"/>
2.1	The Personnel Division utilizes the latest technological equipment for incoming and outgoing communications.	3	NR	
2.2	The personnel and business divisions have developed and distributed a menu of services that includes the activities performed, the individual responsible, and the telephone numbers where they may be contacted.	3	4	
2.3	The Personnel Division provides an annual report of activities and services provided during the year.	0	2	
2.4	The Personnel Division staff is cross-trained to respond to client need without delay.	2		<input type="checkbox"/>

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
2.5	The Personnel Division holds regularly scheduled staff meetings.	6	NR	<input type="checkbox"/>
2.6	Various publications are provided on a number of subjects to orient and inform various clients.	5	NR	
3.1	The Governing Board will provide equal opportunities for all people without regard to race, color, creed, sex, religion, ancestry, national origin, age, or disability (EC 44100-44105).	4	NR	
3.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.	4	5	
3.3	The job application form requests information that is legal, useful, pertinent, and easily understood.	7	NR	
3.4	The Personnel Division recruitment plan that contains recruitment goals, including the targeting of hard-to-fill positions such as those in the areas of math, science, special education and bilingual education.	0	NR	<input type="checkbox"/>
3.5	The district has established an adequate recruitment budget that includes funds for travel, advertising, staff training, promotional materials and the printing of a year-end report, and that effectively implements the provisions of the district recruitment plan.	1	NR	
3.6	The district has developed materials that promote the district and community, are attractive, informative and easily available to all applicants and other interested parties.	0	NR	
3.7	The district has identified people to participate in recruitment efforts, including principals, district personnel and others, as appropriate, and has provided them with adequate training to carry out the district's recruitment goals.	0	NR	
3.8	The district has effectively identified a variety of successful recruitment sources, including Web sites, job fairs, colleges and universities and publications.	5	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
3.9	The district has developed an annual written summary reports of its recruitment efforts, including data detailing the goals for the year, sites visited, number of candidates contacted, employees hired as a result of the recruitment efforts and plans for any changes for the following year.	0	NR	
3.10	The district has developed alternative teacher certification programs and process (i.e., preintern, intern, committee on assignment).	2	NR	
3.11	The district is preparing to address new federal regulations as they relate to the No Child Left Behind Act.	1	5	
3.12	The district systematically initiates and follows up on reference checking on all applicants being considered for employment.	3	3	<input type="checkbox"/>
4.1	The Governing Board will provide equal employment opportunities for persons without regard to race, color, creed, sex, religion, ancestry, national origin, age or disability (EC 44100-44105).	5	NR	
4.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided under merit system rules.	2	NR	<input type="checkbox"/>
4.3	The job applicant form requests information that is legal, useful, pertinent, and easily understood.	5	NR	
4.4	The district has a written recruitment plan identifies various recruitment sources utilized in the search process for the numerous position classifications.	5	NR	
4.5	The district systematically initiates and follows up on all applicants being considered for employment.	4	5	
4.6	Appropriateness of required tests for a specific position is evident.	6	NR	
4.7	The Personnel Commission prepares an eligibility list of qualified candidates for each classified position that is open, indicating the top three candidates (EC45272-45278)	6	NR	<input type="checkbox"/>

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
4.8	Classified recruitment results are provided in an annual report to the Personnel Commission Board.	3	NR	<input type="checkbox"/>
4.9	The district has implemented procedures to comply with the recent state legislation governing short-term employees (EC 45103).	10	NR	
5.1	Initial orientation is provided for all new staff.	4	5	
5.2	The Personnel Division provides orientation handbooks for new employee orientation in all classifications: substitutes, teachers and classified employees.	4	NR	
5.3	The Personnel Division has developed a video presentation (i.e., tape, CD-ROM, DVD) of the district activities and expectations for new employee orientation.	0	NR	
5.4	The Personnel Division has developed an employment checklist to be used for all new employees that includes district forms and state and federal mandated information. The checklist is signed by the employee and kept on file.	3	NR	<input type="checkbox"/>
6.1	Personnel files are complete, well-organized and up to date.	1	NR	
6.2	Personnel Division nonmanagement staff members have individual desk manuals for all of the personnel functions for which they are held responsible.	0	1	
6.3	The Personnel Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.	2	5	<input type="checkbox"/>
6.4	The Personnel Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.	5	NR	
6.5	The Personnel Division provides an office environment with appropriate furniture, equipment, and materials.	4	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
6.6	The Personnel Division has procedures in place that allow for both personnel and payroll staff to meet regularly to solve problems which develop in the process of new employees, classification changes and employee promotions.	4	8	
6.7	Wage and salary determination and ongoing implementation are handled without delays and conflicts (substitutes, temporary employees, stipends, shift differential, etc.).	4	NR	
6.8	Regulations or agreements covering various types of leaves are fairly administered.	6	NR	
6.9	Personnel staff members attend training sessions/workshops to keep abreast of the most current acceptable practices and requirements facing personnel administrators.	1	3	<input type="checkbox"/>
6.10	The Personnel Division provides employees with appropriate forms for documenting requested actions (i.e., leaves, transfers, resignations, retirements).	9	NR	
6.11	Established staffing formulas dictate the assignment of personnel to the various sites and programs.	4	NR	
7.1	Policies and regulations exist regarding the implementation of AB 1610 and AB 1612 on fingerprinting requirements. Education Codes: 44237, 45125, 45125.1, 44332.6, 44346.1, 44830.1, 45122.1.	6	NR	
7.2	The Governing Board requires every employee to present evidence of freedom from tuberculosis as required by state law (EC 44839, 49406).	2	2	<input type="checkbox"/>
7.3	No person shall be employed as a teacher's aide unless that person has passed the basic reading, writing, and mathematic skills proficiencies required for graduation from high school (EC 45361.5).	9	NR	
7.4	A clear implemented policy exists on the prohibition of discrimination (Government Code 11135).	5	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
7.5	All certificated persons hold one or more valid certificates, credentials or life diplomas that allow the holder to engage in school services designated in the document (EC 44006).	1	NR	
7.6	Duties to be performed by all persons in the classified service and other positions not requiring certification are fixed and prescribed by the Governing Board (EC 45109).	1	NR	
7.7	Professional growth requirements for maintenance of a valid credential exist (EC 44277).	10	NR	
7.8	The district has established a process by which all required notices and in-service training sessions have been performed and documented such as those for child abuse reporting, blood-borne pathogens, sexual harassment and nondiscrimination. (EC 44691, GC 8355).	2	NR	<input type="checkbox"/>
7.9	The district is in compliance with Title IX policies on discrimination and Government Code 12950(a) posting requirements concerning harassment or discrimination.	5	NR	
7.10	The district is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).	6	NR	
7.11	The district is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.	4	NR	
7.12	The district is in compliance with the Americans with Disabilities Act (ADA) of 1990 in application procedures, hiring, advancement or discharge, compensation, job training and other terms, conditions, and privileges of employment.	6	NR	
7.13	The district has identified exempt and nonexempt employees and has promulgated rules and regulations for overtime that are in compliance with the Fair Labor Standards Act and California statutes.	3	NR	
8.1	An online position control system is utilized and is integrated with payroll/financial systems.	3	NR	<input type="checkbox"/>

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
8.2	The Personnel Division provides an automated substitute calling system. The system should have ability to input and retrieve data. Data should be distributed to site and program managers.	8	NR	
8.3	The certificated and classified departments of the Personnel Division has an applicant tracking system.	0	NR	
8.4	The Personnel Division has a program of providing funds and time for staff training and skills development in the use of computers.	1	NR	<input type="checkbox"/>
8.5	The Personnel Division utilizes the latest technology to provide staff and clients with improved communications (e.g., voice mail, fax, e-mail).	5	NR	
8.6	The Personnel Division has computerized its employee database system including, but not limited to: credentials, seniority lists, evaluations, personnel by funding source, program, location, and Workers' Compensation benefits.	3	NR	<input type="checkbox"/>
9.1	The district has developed a systematic program for identifying areas of need for in-service training for all employees.	1	NR	
9.2	The district shall make provisions for department-directed staff development activities (EC 52034(g)).	6	NR	
9.3	Teachers and other professional school services personnel are provided with diversity training (EC 44560).	0	NR	<input type="checkbox"/>
9.4	The district has adopted policies and procedures regarding the recognition and reporting of sexual harassment (GC 12940).	10	NR	
9.5	The district provides training for all management and supervisory staff responsible for employee evaluations.	6	6	
9.6	The district provides training opportunities to managers and supervisors in leadership development and supervision. Training topics might include interpersonal relationships, effective supervision, conflict resolution, cultural diversity and gender sensitivity, team building.	3	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
9.7	The district develops handbooks and materials for all training components.	6	NR	
10.1	The evaluation process is a regular function related to each employee and involves criteria related to the position.	6	NR	
10.2	Standards for the evaluation of management and supervisors will be developed and implemented.	6	NR	
10.3	A clear policy and practice exists for the written evaluation and assessment of certificated employees. (EC 44663)	7	NR	
10.4	The Personnel Division provides a process for the monitoring of employee evaluations and the accountability reporting of their completion.	4	5	<input type="checkbox"/>
10.5	The Personnel Division has developed an evaluation handbook for management and supervisory training.	6	6	
10.6	The Personnel Division has developed due process training for managers and supervisors.	6	6	
10.7	The Personnel Division has developed a process for providing assistance to certificated employees performing at a less-than-satisfactory level such as Peer Assistance and Review (PAR).	8	NR	
10.8	The Personnel Division has developed a process for providing assistance to classified employees performing at a less-than-satisfactory level.	7	NR	
11.1	The Personnel Division has developed a program for retirement counseling, including: STRS counseling, PERS counseling, and "life after retirement."	2	6	
11.2	The Personnel Division has developed recognition programs for all employee groups.	7	NR	
11.3	The Personnel Division has available to its employees various referral agencies to assist employees in need.	7	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
11.4	Employee benefits are well understood by employees through periodic printed communications provided by the Personnel Division. Timely notification of annual open enrollment periods is sent to all employees.	5	NR	
11.5	The Personnel Division provides new hires with a detailed explanation of benefits, the effective date of coverage, along with written information outlining their benefits and when enrollment forms must be returned to implement coverage.	6	NR	
11.6	Employees are provided the state's injury report form (DWC Form 1) within one working day of having knowledge of any injury or illness.	9	NR	
11.7	The district notifies the third party administrator of an employee's claim of injury within five working days of learning of the injury and forwards a completed form 5020 to the insurance authority.	9	NR	
11.8	The district's workers' compensation experiences and activities are reported periodically to the superintendent's cabinet.	4	8	
11.9	The Workers' Compensation unit is actively involved in providing injured workers with an opportunity to participate in a modified duty program.	7	NR	
11.10	The Workers' Compensation unit maintains the California OSHA log for all work sites and a copy is posted at each work site during the month of February as required	4	NR	
11.11	The district does not pay temporary disability benefits during those times when an employee is in an extended nonpay status.	7	NR	
12.1	The district has collected data that compare the salaries and benefits of its employees with districts of similar size, geographic location and other comparable measures.	7	NR	
12.2	The Personnel Division involves site-level administrators in the bargaining and labor relations decision making process.	6	NR	

Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
12.3	The Personnel Division provides all managers and supervisors (certificated and classified) training in contract management with emphasis on the grievance process and administration.	5	NR	<input type="checkbox"/>
12.4	The Personnel Division provides a clearly defined process for bargaining with its employee groups (i.e., traditional, interest-based).	7	NR	
12.5	The Personnel Division has a process in place that provides management and the Board of Education with information on the impact of bargaining proposals (i.e., fiscal, staffing, management flexibility, student outcomes).	9	NR	
12.6	The Personnel Division provides clearly defined forms and procedures in the handling of grievances for its managers and supervisors.	4	4	
12.7	Bargaining proposals and negotiated settlements are "sunshined" in accordance with the law to allow public input and understanding of the cost implications and, most importantly, the effects on the children of the district.	7	NR	