



# **Berkeley Unified School District**

Personnel Management  
Comprehensive Review  
January 2005

**Administrative Agent  
Larry E. Reider  
Office of Kern County  
Superintendent of Schools**

Chief Executive Officer  
Thomas E. Henry

### 3.11 Certificated Recruitment and Selection

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#### Professional Standard

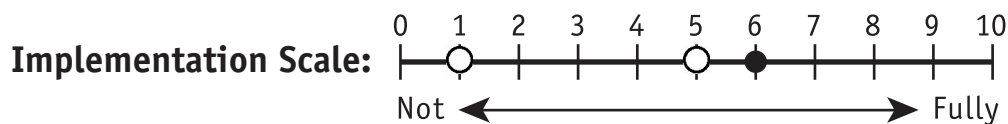
The district is preparing to address new federal regulations as they relate to the “No Child Left Behind” Act.

#### Progress on Recommendations and Improvement Plan

1. The No Child Left Behind Act that addresses the certification of teachers has not yet been finalized at the state level. The Certificated Director has attended a conference and a number of workshops to keep current on teacher certification qualifications covered in this legislation.
2. The district has requested documentation from paraprofessionals pertaining to No Child Left Behind requirements. All employees who are not in compliance have been given the opportunity to take a written examination that is administered by the district as well as the test given by the Alameda County Office of Education. Tutorials and test preparation classes are available for these employees. All instructional assistants who have not demonstrated compliance are invited to attend classes at the district’s adult school and to be paid up to eight hours at their regular salary levels.
3. The Director of Certificated Personnel has discussed with the Superintendent the process of evaluating the teacher requirement status to meet the No Child Left Behind certification.

#### Standard Implemented: Partially

July 2003 Rating:	1
January 2004 Rating:	5
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6 Classified; 3 Certificated
January 2005 New Rating:	6



### 3.12 Certificated Recruitment and Selection

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#### Professional Standard

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

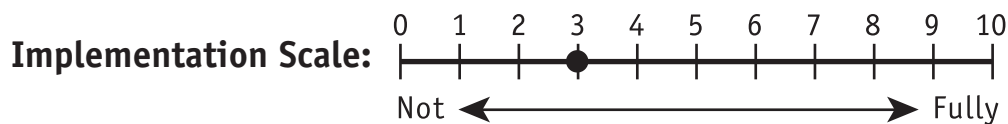
#### Progress on Recommendations and Improvement Plan

1. Certificated personnel has developed a certificated reference form for both teaching and administrative jobs. The administrative form has been used voluntarily by some administrators. The teacher reference check form is in draft form and is not in use. There are no written procedures on how the forms are to be used, and there are no requirements for making reference checks.

This is an area that needs to be addressed before the next teacher recruitment cycle to ensure the district is protected from any charges of lack of good diligence in its hiring practices.

#### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	3
July 2004 Rating:	3
January 2005 Self-Rating:	5
January 2005 New Rating:	3



## 4.2 Classified Recruitment and Selection

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### Professional Standard

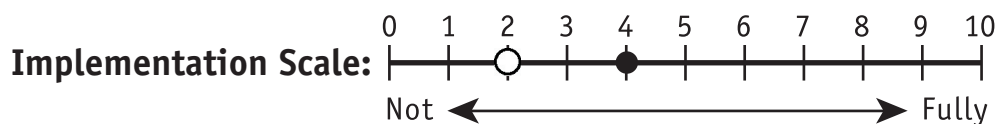
Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided under merit system rules.

### Progress on Recommendations and Improvement Plan

1. A revised flow chart showing the process for submitting a personnel requisition has been developed and is awaiting approval by business and human resources. The proposed flow chart would be enhanced if a more detailed description was provided detailing the requirements at each of the steps.
2. Classified personnel has not been able to secure from the Personnel Commission any agreement on updating the Personnel Commission rules. The commission has only two members, and one is resigning. The Governing Board is currently in the process of selecting a replacement. Once a replacement is appointed, the two commission members must reach agreement on the third member. Since this process may take a few months, the director should begin drafting a set of updated rules for the commission to consider when all three members are in place.
3. The Human Resource Guide for Principals includes a five-page document entitled “The Merit System - An Overview” that is intended to provide principals with an overview of the selection process. Although the document contains a significant amount of information, it would be more effective if it were condensed to a more readable, shortened description of the selection process.
4. Classified personnel has not yet developed detailed written procedures governing the recruitment, testing and selection of classified staff. Some clerical staff members have begun to develop desk procedures that address some steps in the selection process.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	Not Reviewed
July 2004 Rating:	2
January 2005 Self-Rating:	3
January 2005 New Rating:	4



## 4.6 Classified Recruitment and Selection

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### Professional Standard

Appropriateness of required tests for a specific position is evident.

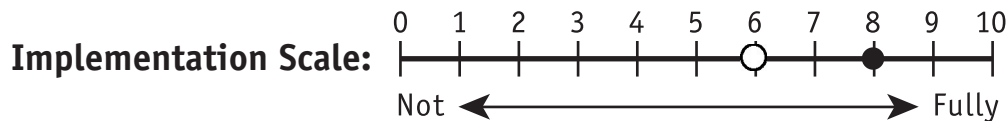
### Progress on Recommendations and Improvement Plan

1. Human resources continues to use Cooperative Organization for the Development of Employee Selection Procedures (CODESP) when possible for its testing materials. The department supplements the CODESP testing material with additional questions as necessary. Recently, CODESP provided the district with updated tests in a number of areas.

When preparing to administer a test in a technical or supervisory classification, human resources reviews with the selecting administrator his/her testing requirements. Tests are revised or created to meet the hiring administrator's needs.

### Standard Implemented: Fully - Substantially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	8
January 2005 New Rating:	8



## 6.1 Operational Procedures

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### Professional Standard

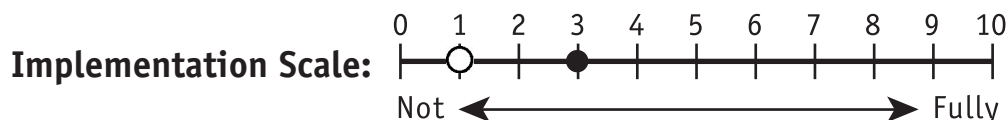
Personnel files are complete, well-organized and up to date.

### Progress on Recommendations and Improvement Plan

1. A written district procedure regarding personnel files should still be developed in the future. The procedure should cover the people who have access to the files, the information that should be entered, and the information that should not be entered into a personnel file. The procedure should include a method for checking out personnel files and ensuring their return.
2. A system needs to be developed for filing documents in a timely manner. A staff member should be assigned to monitor personnel files. A large volume of documents are not filed until the summer months or less busy periods.
3. Recently, inactive files have been transferred to a separate storage file. All inactive folders are identified with a red tag to ensure that they are returned to the inactive file. The mandatory forms, notifications and evaluations are appropriately filed in the personnel file.
4. The Human Resources Department is attempting to provide new file jackets prior to reorganizing the personnel filing system. Currently, the documents in personnel files are not secure or organized for easy access.
5. Medical information has been relocated to benefits, where it is kept in a locked file cabinet. Expired tuberculosis information in personnel files will be removed as a part of file reorganization.
6. Human resources staff and additional substitute clerical staff use less busy periods to attempt to catch up on filing.
7. Workers' Compensation information is now located in the risk manager's office, separate from personnel files.

### Standard Implemented: Partially

July 2003 Rating:	1
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	3
January 2005 New Rating:	3



## 6.2 Operational Procedures

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### Professional Standard

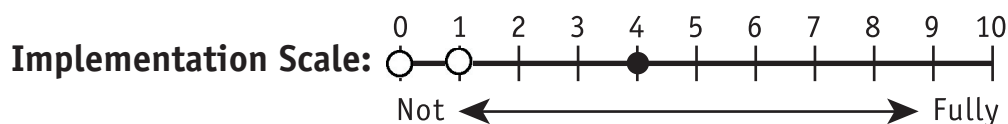
Personnel Division nonmanagement staff members have individual desk manuals for all of the personnel functions for which they are held responsible.

### Progress on Recommendations and Improvement Plan

1. Staff members have been addressing the desk manual recommendation as time permits. Staff meetings have initiated the development process. Several staff members have developed some of the function information and included it in the Human Resources Guide for Principals that has been provided to all human resources staff members. Individual job descriptions are included in the binder. Some staff members have completed much more of the information that can be included in an individual desk manual, in addition to that which is included in the Human Resources Guide for Principals.
2. Although the human resources staff is developing individual desk manuals, a time line for the completion of the various sections of individual desk manuals for the entire human resources staff has not been developed.

### Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	1
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	4
January 2005 New Rating:	4



## 6.3 Operational Procedures

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### Professional Standard

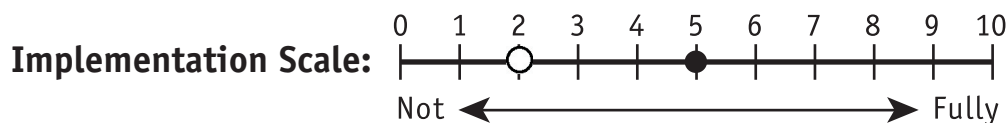
The Personnel Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.

### Progress on Recommendations and Improvement Plan

1. The Human Resources Guide has been updated and distributed to principals and to the human resources staff during the month of October 2004. The guide includes a variety of classified and certificated policies and personnel information.
2. Many of the procedures included in the Human Resource Guide for Principals provide the basis for an internal Human Resources Operational Procedure Manual. Completion of this project has not been established as a priority for this year.
3. The Human Resource Guide for Principals update reflects current and appropriate policies.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	5
July 2004 Rating:	5
January 2005 Self-Rating:	5
January 2005 New Rating:	5



## 6.4 Operational Procedures

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### Professional Standard

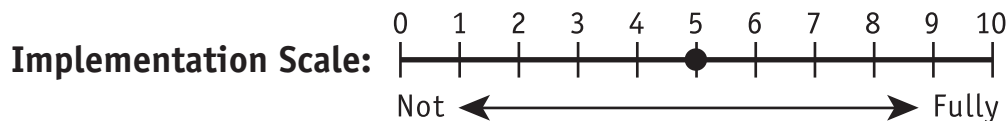
The Personnel Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.

### Progress on Recommendations and Improvement Plan

1. The district's classified job descriptions were all updated during 1997 and 1998. Since then, job descriptions have been reviewed when reorganizations or vacancies occur. Although most job descriptions are fairly current, the overall process for maintaining the currency of job descriptions would be enhanced by implementing a systematic approach for reviewing certain job families at some specific time.
2. The procedure for adopting new job descriptions starts with a cabinet discussion and approval. If approved, the proposed job description is reviewed with the appropriate collective bargaining unit and taken to the Governing Board and the Personnel Commission for approval. Currently, there is no written procedure describing this process.
3. There are currently only a few certificated job descriptions. Most of the information available for certificated job descriptions is in the form of vacancy notices. The personnel office needs to develop a plan to create job descriptions for all certificated management in a consistent format that meets Americans with Disabilities Act (ADA) requirements.

### Standard Implemented: Partially

July 2003 Rating:	5
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	7
January 2005 New Rating:	5



## 6.7 Operational Procedures

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### Professional Standard

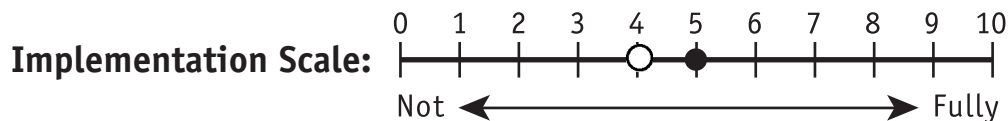
Wage and salary determination and ongoing implementation are handled without delays and conflicts (substitutes, temporary employees, stipends, shift differential, etc.).

### Progress on Recommendations and Improvement Plan

1. Human resources and payroll staff meet monthly and on an as-needed basis to review pay issues. Benefits and position control issues are included in the meetings.
2. The number of incorrect payments due to errors or late notifications from human resources has been significantly reduced. The general procedures followed to ensure prompt notification of personnel status changes to all affected personnel would be strengthened if they were included in written desk procedures for the human resources staff.
3. With the new Quintessential School System (QSS) database, position control is able to cross check position control data with the payroll screen data to look for discrepancies. This has helped to identify and correct errors in the database.
4. Human resources is currently unable to generate employee data sheets that could be sent to the employee for verification of key data such as telephone number, salary step/column, units and longevity. Human resources does send each employee a form twice a year to verify address and telephone number.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6
January 2005 New Rating:	5



## 6.11 Operational Procedures

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### Professional Standard

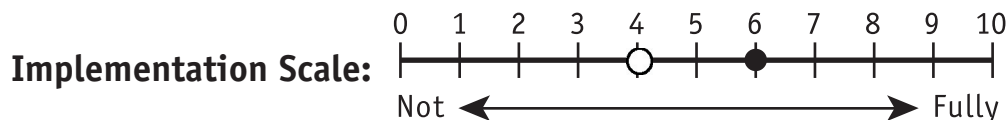
Established staffing formulas dictate the assignment of personnel to the various sites and programs.

### Progress on Recommendations and Improvement Plan

1. Teacher staffing formulas included in the certificated collective bargaining agreement establish maximum class sizes in academic classes. The district has also adopted lower staffing ratios that are used to make staffing allocations based on the availability of class-size-reduction funds and Measure B funding. The district does not have staffing formulas for principals, vice principals, counselors or other support staff. Consolidating the various teacher staffing formulas into one document would facilitate understanding of the district's staffing formulas.
2. The district does not have staffing formulas for classified staffing at the school sites. Staffing is based on carrying over the existing staff each year except when a specific budget augmentation is requested. Future planning would be enhanced by creating formulas that recognize workload factors in determining staffing needs.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6
January 2005 New Rating:	6



## 7.2 State and Federal Compliance

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### Legal 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. During the past six months, the district has addressed the need to have more than a thousand employees fulfill their requirement to provide proof of being free of tuberculosis. Current employees who have exceeded the four-year limit for being tested have been notified, and corrective actions are underway.

Employee notifications of this requirement began in March 2004 through employees receiving a newly published Human Resources Newsletter. New hiring procedures that ensure notification and testing of all employees prior to being hired have been put in place.

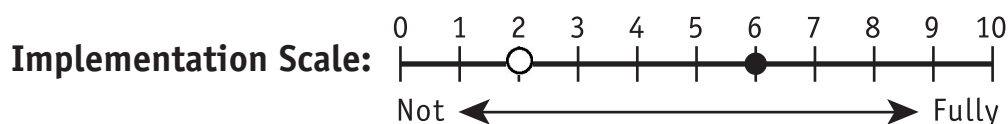
Letters were sent on June 1, 2004 to all employees needing clearance. Locations, fee schedules and other important information were included in this communication. Employees were told to comply by September 1, 2004.

In early October, all certificated and classified employees who had not yet met the tuberculosis clearance verification were provided with an additional written request to comply. At the time of FCMAT's mid-November visit, approximately 32 permanent certificated and 40 permanent classified employees lacked verification of the absence of tuberculosis. Another large number of certificated and classified substitutes and hourly employees were still to comply.

Although considerable progress has been made in the past six months, the Human Resources Department still has the formidable task of ensuring 100 percent compliance on this issue.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	2
July 2004 Rating:	2
January 2005 Self-Rating:	9
January 2005 New Rating:	6



## 7.4 State and Federal Compliance

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### Legal Standard

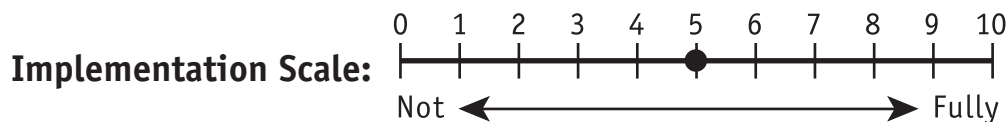
A clear implemented policy exists on the prohibition of discrimination (Government Code 11135).

### Progress on Recommendations and Improvement Plan

1. The district is currently working to develop revised board policies, including the policy covering discrimination. Human resources is waiting on completion and adoption of the revised policy before taking any action.
2. When a new board policy is in place, a new standard nondiscrimination statement needs to be developed. Once it is developed, the statement needs to be consistently used by all district staff members.
3. The classified application packet includes a nondiscrimination statement. The certificated online application lacks a similar statement. There is no consistent practice to determine which documents must include a nondiscrimination statement.

### Standard Implemented: Partially

July 2003 Rating:	5
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6
January 2005 New Rating:	5



## 7.6 State and Federal Compliance

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### Legal Standard

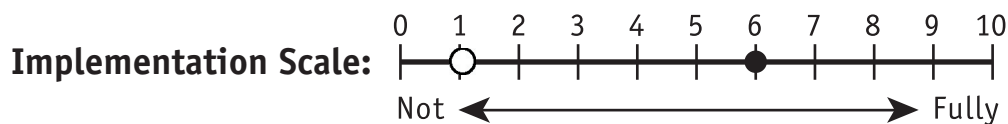
Duties to be performed by all persons in the classified service and other positions not requiring certification are fixed and prescribed by the Governing Board (EC 45109).

### Progress on Recommendations and Improvement Plan

1. The district has job descriptions for all classified job classifications, and these were reviewed and updated in 1997 and 1998. Since 1998, the district has undergone a number of reorganizations and resulting job description updates.
2. At this time, human resources has not developed any plan to review selected job families on any selected time frame.
3. As job descriptions are established or revised, they are taken to the Governing Board for approval of duties and responsibilities and to the Personnel Commission for placement on the salary plan. Currently, only the board approval date is shown on the job descriptions. Adding the date that the commission gave its approval would be helpful.
4. As new and revised job descriptions have been developed, a database of approved job descriptions is slowly being built.

### Standard Implemented: Partially

July 2003 Rating:	1
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	5
January 2005 New Rating:	6



## 7.11 State and Federal Compliance

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### Legal Standard

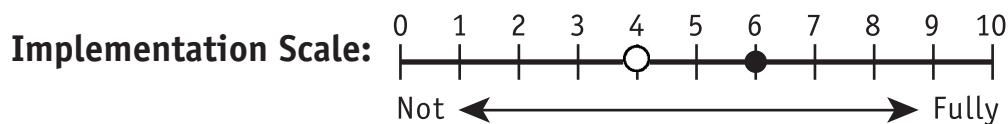
The district is in compliance with the Family and Medical Leave Act (FMLA) including posting the proper notifications.

### Progress on Recommendations and Improvement Plan

1. There is currently no board policy covering the Family and Medical Leave Act (FMLA).
2. New FMLA posters have been received and include the appropriate notifications. Additional district emergency information is being added to each poster prior to being distributed to the sites. Each poster contains the following information:
  - Safety and Health Protection on the Job and OSHA contact
  - Notice to Employees – Injuries Caused by Work
  - Pay Day Notice
  - Emergency Contact Information
  - Time Off for Voting
  - Harassment or Discrimination
  - Access to Medical Leave and Pregnancy Disability Leave
  - Unemployment Insurance, State Disability Insurance, Paid Family Leave
  - Whistleblowers are Protected
  - California Minimum Wage
3. Classified and certificated employee contracts contain appropriate language concerning employee rights in accordance with the FMLA.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	5
January 2005 New Rating:	6



## 8.3 Use of Technology

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### Professional Standard

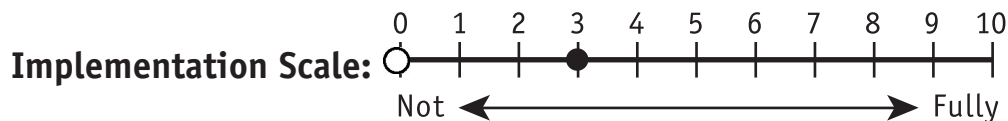
The certificated and classified departments of the Personnel Division have an applicant tracking system.

### Progress on Recommendations and Improvement Plan

1. There is currently no plan for developing certificated or classified time lines for, or implementation of, the Quintessential School System (QSS) Applicant Tracking Module. Some Human Resources staff members have been provided with a QSS training overview of the module.
2. Excel spreadsheets are used to track applicants in the hiring process. The addition of a field on the classified spreadsheet for including general notations would enhance the process. The certificated spreadsheet has a field for notes.
3. There is a written procedure for creating and utilizing the Excel spreadsheet for classified tracking. A written procedure for certificated tracking should be developed. Information from certificated applications is submitted to an Excel spreadsheet that can be sorted by last name or by subject area.
4. A system has not been developed to retain only current applicant files and to remove out-of-date applicant files.

### Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	2
January 2005 New Rating:	3



## 9.4 Staff Training

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### Legal Standard

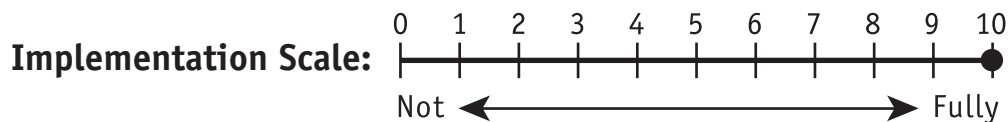
The district has adopted policies and procedures regarding the recognition and reporting of sexual harassment (GC 12940).

### Progress on Recommendations and Improvement Plan

1. The Berkeley Unified School District Sexual Harassment Policy, dated November 15, 2001, complies with Government Code 12940. New district employees are provided with a copy of the district's policy on sexual harassment that they are required to sign, verifying receipt. Site administrators annually are provided with the required training. Employees are provided with a copy of the sexual harassment policy.

### Standard Implemented: Fully - Sustained

July 2003 Rating:	10
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	10



## 9.6 Staff Training

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### Professional Standard

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.

### Progress on Recommendations and Improvement Plan

1. Principals' meetings identify training needs in a variety of topics. Currently, the focus is on the role of the leadership team. Classified and certificated managers received training on evaluating classified nonmanagement employees at a management retreat held in August 2004.

Sexual harassment training has taken place for certificated managers at a principals' meeting in September.

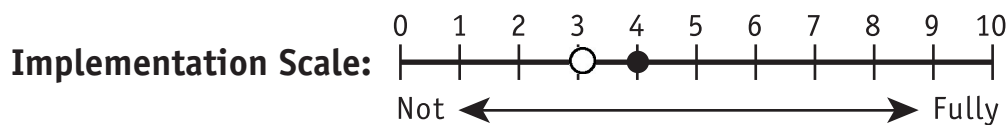
A special meeting held August 23, 2004, provided all site-level administrators with training on evaluating certificated teachers.

Additional training needs include the areas of conflict resolution, cultural diversity and gender sensitivity. Nothing has been formalized in these areas for this year.

2. A published list of in-service training opportunities for managers and supervisors has not been published for this year.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	5
January 2005 New Rating:	4



## 10.2 Evaluation/Due Process Assistance

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### Professional Standard

Standards for the evaluation of management and supervisors will be developed and implemented.

### Progress on Recommendations and Improvement Plan

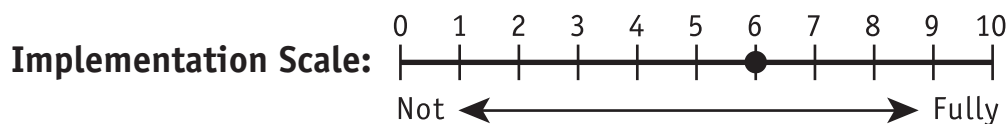
1. Standards for evaluating management and supervisors have been in place for some time. The administrative/supervisory performance evaluation and the classified management performance evaluation processes are based on specific criteria. There is presently no procedures manual that covers evaluation of certificated and classified administrative/supervisory staff.

The superintendent's cabinet and Governing Board both receive annual reports on certificated and classified nonmanagement staff evaluations.

Plans are also being made to submit written results to cabinet on completion of required management and supervisory evaluations annually.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6
January 2005 New Rating:	6



## 11.1 Retirement Counseling

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### Professional Standard

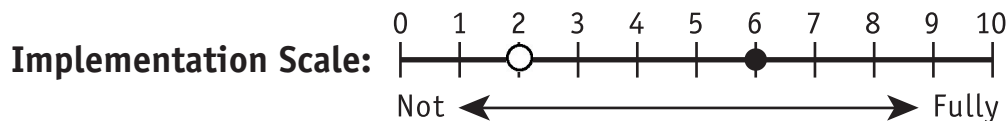
The Personnel Division has developed a program for retirement counseling, including: STRS counseling, PERS counseling, and “life after retirement.”

### Progress on Recommendations and Improvement Plan

1. A California State Teachers Retirement System (STRS) workshop has tentatively been scheduled for January 2005. A California Public Employees Retirement System (PERS) workshop has not been scheduled for this school year. Classified employees attend PERS workshops scheduled at the Alameda County Office of Education. These workshops take place in the fall and spring.
2. The district continues to provide handbooks and retirement materials to certificated and classified employees at workshops and as requested.
3. A preretirement counseling program has not been instituted in the district. A separation checklist exists and is part of the principals’ binder; however, the district has not yet formalized the exit interview process.
4. The Director of Classified Personnel and the Director of Certificated Personnel may provide an exit interview if requested by an employee. An exit interview questionnaire should be developed and provided to all retiring employees.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	6
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	6
January 2005 New Rating:	6



## 12.6 Employer/Employee Relations

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### 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

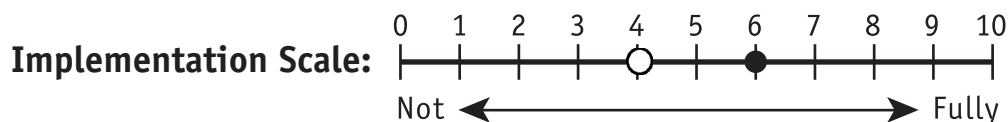
1. The Human Resources Department has developed a certificated grievance log to facilitate tracking and monitoring of problem areas and locations. The status of 11 certificated grievances from April 2004 to October 2004 was reported. No such log has been developed for classified employees.

The Human Resources Department continues to provide assistance to managers on a one-on-one basis as grievances are received. Some group discussions have been held with both principals and supervisors.

The district now has a grievance format to be used with Local 39 union representatives. Efforts to have a grievance form with the teachers' union have met with resistance. The other three unions continue to submit a grievance in an unformatted letter. Efforts should continue to have a uniform grievance form that details the type of information required to submit a grievance.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	4
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	5
January 2005 New Rating	6



# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
1.1	An updated and detailed policy and procedures manual exists that delineates the responsibilities and operational aspects of the personnel office.	4	NR	5	NR	
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	4	NR	
1.3	The Personnel Division has developed a mission statement that sets clear direction for personnel staff.	5	NR	7	NR	
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	7	NR	
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	5	NR	
1.6	Individual staff members have developed goals and objectives in their areas of responsibility and a personal professional development plan.	4	6	NR	NR	
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	5	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	9	NR	
2.1	The Personnel Division utilizes the latest technological equipment for incoming and outgoing communications.	3	NR	NR	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	NR	NR	
2.3	The Personnel Division provides an annual report of activities and services provided during the year.	0	2	NR	NR	
2.4	The Personnel Division staff is cross-trained to respond to client need without delay.	2	NR	5	NR	
2.5	The Personnel Division holds regularly scheduled staff meetings.	6	NR	8	NR	

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
2.6	Various publications are provided on a number of subjects to orient and inform various clients.	5	NR	NR	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	NR	NR	
3.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.	4	5	NR	NR	
3.3	The job application form requests information that is legal, useful, pertinent, and easily understood.	7	NR	NR	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	1	NR	
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	NR	NR	<input type="checkbox"/>
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	NR	NR	<input type="checkbox"/>
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	NR	NR	<input type="checkbox"/>
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	NR	NR	
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	NR	NR	<input type="checkbox"/>

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
3.10	The district has developed alternative teacher certification programs and process (i.e., preintern, intern, committee on assignment).	2	NR	NR	NR	
3.11	The district is preparing to address new federal regulations as they relate to the No Child Left Behind Act.	1	5	NR	6	<input type="checkbox"/>
3.12	The district systematically initiates and follows up on reference checking on all applicants being considered for employment.	3	3	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	NR	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	2	4	<input type="checkbox"/>
4.3	The job applicant form requests information that is legal, useful, pertinent, and easily understood.	5	NR	NR	NR	<input type="checkbox"/>
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	NR	NR	<input type="checkbox"/>
4.5	The district systematically initiates and follows up on all applicants being considered for employment.	4	5	NR	NR	
4.6	Appropriateness of required tests for a specific position is evident.	6	NR	NR	8	
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	8	NR	
4.8	Classified recruitment results are provided in an annual report to the Personnel Commission Board.	3	NR	3	NR	
4.9	The district has implemented procedures to comply with the recent state legislation governing short-term employees (EC 45103).	10	NR	NR	NR	
5.1	Initial orientation is provided for all new staff.	4	5	NR	NR	
5.2	The Personnel Division provides orientation handbooks for new employee orientation in all classifications: substitutes, teachers and classified employees.	4	NR	NR	NR	

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
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	NR	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	4	NR	
6.1	Personnel files are complete, well-organized and up to date.	1	NR	NR	3	
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	NR	4	<input type="checkbox"/>
6.3	The Personnel Division has an operational procedures manual for internal department use in order to establish consistent application of personnel actions.	2	5	5	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	NR	5	
6.5	The Personnel Division provides an office environment with appropriate furniture, equipment, and materials.	4	NR	NR	NR	
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	NR	NR	
6.7	Wage and salary determination and ongoing implementation are handled without delays and conflicts (substitutes, temporary employees, stipends, shift differential, etc.).	4	NR	NR	5	
6.8	Regulations or agreements covering various types of leaves are fairly administered.	6	NR	NR	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	4	NR	<input type="checkbox"/>

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
6.10	The Personnel Division provides employees with appropriate forms for documenting requested actions (i.e., leaves, transfers, resignations, retirements).	9	NR	NR	NR	
6.11	Established staffing formulas dictate the assignment of personnel to the various sites and programs.	4	NR	NR	6	
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	NR	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	2	6	<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	NR	NR	<input type="checkbox"/>
7.4	A clear implemented policy exists on the prohibition of discrimination (Government Code 11135).	5	NR	NR	5	<input type="checkbox"/>
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	NR	NR	<input type="checkbox"/>
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	NR	6	
7.7	Professional growth requirements for maintenance of a valid credential exist (EC 44277).	10	NR	NR	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	4	NR	
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	NR	NR	

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
7.10	The district is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).	6	NR	NR	NR	
7.11	The district is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.	4	NR	NR	6	
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	NR	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	NR	NR	
8.1	An online position control system is utilized and is integrated with payroll/financial systems.	3	NR	6	NR	
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	NR	NR	
8.3	The certificated and classified departments of the Personnel Division has an applicant tracking system.	0	NR	NR	3	<input type="checkbox"/>
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	3	NR	
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	NR	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	3	NR	
9.1	The district has developed a systematic program for identifying areas of need for in-service training for all employees.	1	NR	NR	NR	<input type="checkbox"/>
9.2	The district shall make provisions for department-directed staff development activities (EC 52034(g)).	6	NR	NR	NR	

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
9.3	Teachers and other professional school services personnel are provided with diversity training (EC 44560).	0	NR	1	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	NR	10	
9.5	The district provides training for all management and supervisory staff responsible for employee evaluations.	6	6	NR	NR	
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	NR	4	
9.7	The district develops handbooks and materials for all training components.	6	NR	NR	NR	
10.1	The evaluation process is a regular function related to each employee and involves criteria related to the position.	6	NR	NR	NR	
10.2	Standards for the evaluation of management and supervisors will be developed and implemented.	6	NR	NR	6	
10.3	A clear policy and practice exists for the written evaluation and assessment of certificated employees. (EC 44663)	7	NR	NR	NR	
10.4	The Personnel Division provides a process for the monitoring of employee evaluations and the accountability reporting of their completion.	4	5	5	NR	
10.5	The Personnel Division has developed an evaluation handbook for management and supervisory training.	6	6	NR	NR	
10.6	The Personnel Division has developed due process training for managers and supervisors.	6	6	NR	NR	
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	NR	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	NR	NR	

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
11.1	The Personnel Division has developed a program for retirement counseling, including: STRS counseling, PERS counseling, and "life after retirement."	2	6	NR	6	
11.2	The Personnel Division has developed recognition programs for all employee groups.	7	NR	NR	NR	
11.3	The Personnel Division has available to its employees various referral agencies to assist employees in need.	7	NR	NR	NR	
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	NR	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	NR	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	NR	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	NR	NR	
11.8	The district's workers' compensation experiences and activities are reported periodically to the superintendent's cabinet.	4	8	NR	NR	
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	NR	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	NR	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	NR	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	NR	NR	<input type="checkbox"/>

# Personnel Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
12.2	The Personnel Division involves site-level administrators in the bargaining and labor relations decision making process.	6	NR	NR	NR	
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	5	NR	
12.4	The Personnel Division provides a clearly defined process for bargaining with its employee groups (i.e., traditional, interest-based).	7	NR	NR	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	NR	NR	
12.6	The Personnel Division provides clearly defined forms and procedures in the handling of grievances for its managers and supervisors.	4	4	NR	6	
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	NR	NR	<input type="checkbox"/>

