

1.1 Organization and Planning

Professional Standard

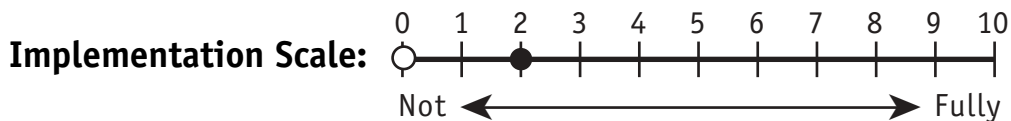
An updated and detailed policy and procedures manual exists which delineates the responsibilities and operational aspects of the personnel office.

Progress on Recommendations and Recovery Steps

1. CSBA has been contacted regarding policy development and a final contract has been signed. The organization of the updating of policies and procedures by the district has begun. Work sessions are scheduled for August 16-19 that will include division heads, principals, board members and the state administrator. The district plans to purchase the CSBA GAMUT System. As of May 24, 1999, eight out of 100 board policies pertaining to personnel operations have been updated.
2. The state Merit System Association was not contacted as more appropriate contacts were made with selected merit system personnel directors throughout the state. The draft document of policies and procedures was given to the local unions and district legal counsel for review. The document will be distributed.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 2
New Rating: 2



2.6 Communications: Internal/External

Professional Standard

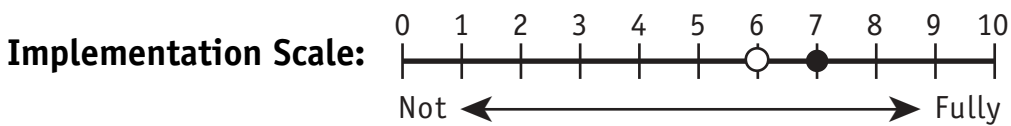
Various publications are provided on a number of subjects to orient and inform its various clients.

Progress on Recommendations and Recovery Steps

1. Fifteen school districts were contacted and examples of publications were collected. As a result, the following new documents were developed: HRS Annual Calendar; Directory of Services and Responsibilities; HRS Organization Charts; and HRS Reference Manual and Classified Information Handbook.

Standard Implemented: Partially

Previous Rating: 6
Self Rating: 8
New Rating: 7



3.1 Certificated Recruitment and Selection

Legal Standard

The governing board will provide equal opportunities for all persons without regard to race, color, creed, sex, religion, ancestry, national origin, age, or disability. Education Code 44100-44105

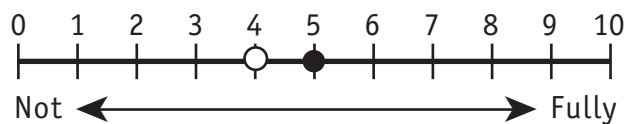
Progress on Recommendations and Recovery Steps

1. The process for updating the policies and procedures has been developed but the implementation of this process has not yet begun.
2. The reasonable accommodation information has been removed from the Confidential Data Form.
3. The “An Equal Opportunity - Affirmative Action Employer” statement has been added to the Confidential Data Form, the Currently Accepting applications Form, and the Job announcement Form.
4. An interactive, on-line employment application to be included on the district’s Web Page has not been developed.

Standard Implemented: Partially

Previous Rating: 4
Self Rating: 8
New Rating: 5

Implementation Scale:



3.8 Certificated Recruitment and Selection

Professional Standard

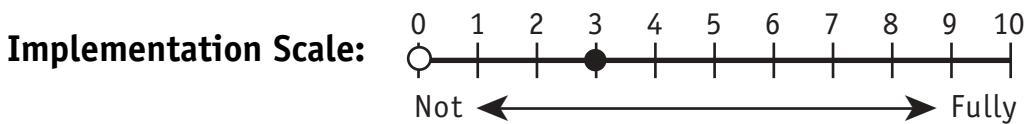
Selection procedures are uniformly applied.

Progress on Recommendations and Recovery Steps

1. Hiring procedures and practices have been developed in writing for all certificated personnel. A flow chart describing step-by-step procedures and the person responsible for each step has been developed. However, neither of these documents have been distributed widely, though the district has plans to do so in the future.
2. Training has been planned but has not occurred to date.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 4
New Rating: 3



4.4 Classified Recruitment and Selection

Professional Standard

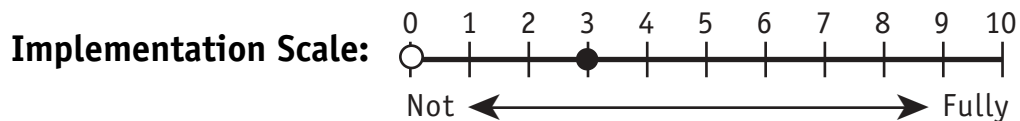
The job applicant form requests information which is legal, useful, pertinent, and easily understood.

Progress on Recommendations and Recovery Steps

1. The job application form has not been revised to electronic format. Examples from other districts have been collected.
2. The reasonable accommodation information on the job application has been changed.
3. The request for medical history has been removed from the job application form.
4. Posting positions as “bilingual preferred” instead of “bilingual required” is being discussed.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 4
New Rating: 3



4.5 Classified Recruitment and Selection

Legal Standards

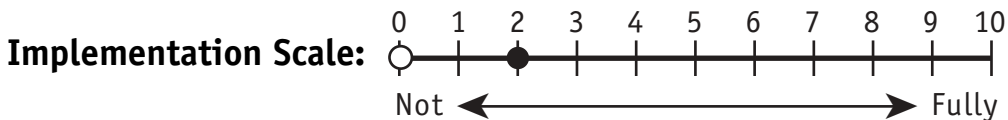
The Personnel Commission shall prepare an eligibility list of qualified candidates for each classified position which is open, indicating the top three candidates. Education Code 45272-45278.

Progress on Recommendations and Recovery Steps

1. Eligibility lists have been developed using a priority testing schedule. Over time, it will be determined if this process is successful in establishing these lists in a more timely manner.
2. The number of out-of-class positions has reduced from over 250 two years ago to 74 the current year 1998-99. The district plans to reduce the total by another 15–20 in the near future. The review team verified the current year out-of-class assignments.
4. Testing is scheduled for applicants; however, the reporting of test results and status still is not documented. The staff is reliant on the director to ensure that this process is completed. The process needs to be institutionalized and not dependent on one individual.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 4
New Rating: 2



5.2 Employee Orientation

Professional Standard

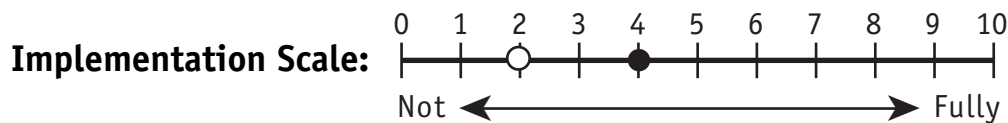
The Personnel Division provides orientation handbooks for new employee orientation in all classifications: substitutes, teachers and classified employees.

Progress on Recommendations and Recovery Steps

1. The district has revised the classified handbook and the district indicates it is being distributed to all new classified employees. The review team verified through attendance rosters for orientation sessions that this is occurring.
2. The district has developed a certificated employee handbook and it is being published. It has not been distributed; however, plans are in place for this process to occur.
3. The district has developed a substitute teachers employee handbook and it is being published. It has not been distributed; however, plans are in place for this process to occur.

Standard Implemented: Partially

Previous Rating: 2
Self Rating: 5
New Rating: 4



6.2 Operational Procedures

Professional Standard

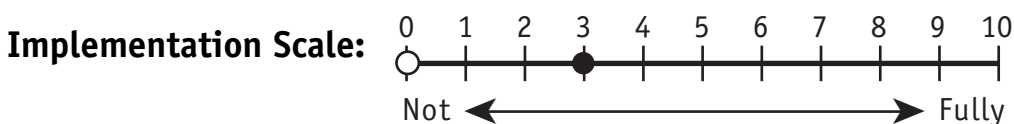
Personnel Division non-management staff members have individual desk manuals for all of the personnel functions for which they are held responsible.

Progress on Recommendations and Recovery Steps

1. A Personnel Division employee has been designated as the Operations Manager. The job description has been written and a budget allocation has been established. Documentation indicates that this position is not in place as of the review.
2. There is little documentation that regular staff meetings with Personnel Division employees were utilized in the development of the desk manuals for each position.
3. Cross-training of some employees has been documented; however, an on-going program of cross-training was not indicated. Verification was obtained in the form of staff meeting agendas as well as confirmation from staff employees.
4. Some staff members have attended training programs such as the ACSA Personnel Institute or Personnel Academy. The only documentation that was provided that the information received was shared with other staff to provide them with skill development to efficiently perform personnel office functions was through verbal verification of staff meetings. Meeting agendas were not provided.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 3
New Rating: 3



7.1 State and Federal Compliance

Legal Standards

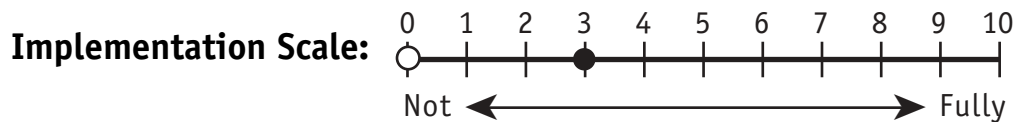
Policies and regulations exist regarding the implementation of AB 1610 and AB 1612 (fingerprinting).
Education Codes: 44237, 45125, 45125.1, 44332.6, 44346.1, 44830.1, 45122.1.

Progress on Recommendations and Recovery Steps

1. Board policy has not been adopted as of the date of the review. Contacts have been signed with CSBA to update board policies.
2. Specific processes and procedures for fingerprinting certificated and classified personnel have been developed. Process and procedure implementation was verified by staff and through a records check.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 3
New Rating: 3



7.2 State and Federal Compliance

Legal Standards

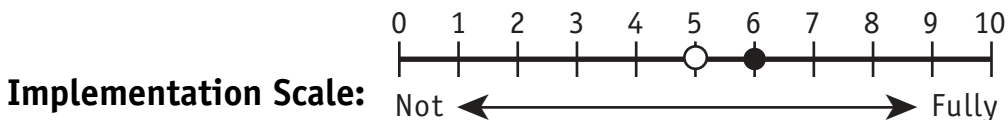
All fingerprinting requirements are met before a potential employee reports for employment Education Codes: 44237, 45125, 45125.1, 44332.6, 44346.1, 44830.1, 45122.1.

Progress on Recommendations and Recovery Steps

1. The district has indicated that after review it has decided that it will not require eligible classified employees to pay for fingerprinting.
2. The zero-tolerance procedures are imbedded in the fingerprinting procedures. Verification was provided by staff who verified that the procedures are in place. Staff acknowledge that walk-on coaches continue to pose a problem, as well as dealing with the supervision of principals who do not follow the process.
3. Currently, the director uses his judgment when potential classified employees will be fingerprinted. The district practice is to fingerprint all candidates when hiring in high need areas, such as bus drivers, as the need most often outweighs the available employee pool. There is an on-going problem with employees who receive “subsequent notification” and their status with the district.
4. The district has designated the Director of Certificated Personnel responsible for reviewing and making decisions about candidates with criminal convictions.
5. The LIVESCAN system is in place and operational; however, no documentation was provided that the training has been modified. A plan for on-going training should be developed. The review team was able to verify that training is occurring.
6. A manual log still is maintained. The anticipated implementation of the computerized log is June 20, 1999. Staff was not aware of this implementation.

Standard Implemented: Partially

Previous Rating: 5
Self Rating: 7
New Rating: 6



7.3 State and Federal Compliance

Legal Standard

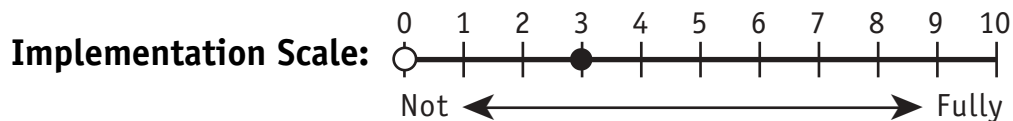
The district shall obtain a criminal record summary from the Dept. of Justice before employing an individual and shall not employ anyone who has been convicted of a violent or serious felony. Education Codes: 44332.6, 44346.1, 45122.1.

Progress on Recommendations and Recovery Steps

1. A fingerprint/tuberculosis clearance “form” has been developed for presentation to all supervisors for the commencement of work. The processing of this form has been verified. The district indicated that a written reprimand will be placed in the personnel file of any manager who violates this procedure. However, documentation of implementing this procedure will need to occur in the future.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 5
New Rating: 3



7.4 State and Federal Compliance

Legal Standard

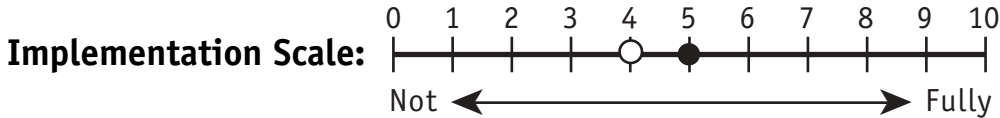
The governing board requires every employee to present evidence of freedom from tuberculosis as required by state law. Education Codes: 44839, 49406.

Progress on Recommendations and Recovery Steps

1. Board policy has not been adopted as of the date of the review.
2. Procedures have been established and the clearance is included on the card for reporting to duty. This card is included in the employee's personnel file as verified by the review team.
3. Procedures have been developed; however, consequences actually being implemented for individuals who do not comply were not documented. Legal counsel has not reviewed these procedures as of the date of the review.

Standard Implemented: Partially

Previous Rating: 4
Self Rating: 5
New Rating: 5



7.11 State and Federal Compliance

Legal Standard

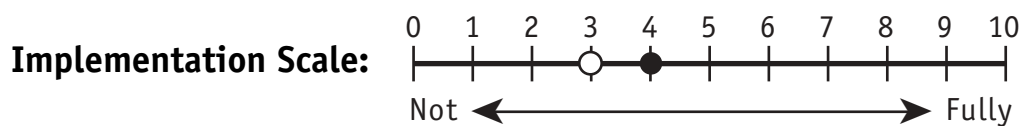
The district has established a process by which all required notices/in-service training has been performed and documented, i.e., child abuse reporting, blood-borne pathogens, Hepatitis B vaccinations, etc. Education Code: 44691, Government Code: 8355

Progress on Recommendations and Recovery Steps

1. An annual training schedule has been developed; however, the district has requested that the ITD and the HRS technicians establish fields in HRS in which to input the dates of training.
2. A refresher training schedule has been developed; however, the district has requested that the ITD and the HRS technicians establish fields in HRS in which to input the dates of training.
4. The district has developed a plan for the distribution of the required annual notification. The implementation of this plan will need to be documented in the future.
5. The law posters have been purchased and distributed to management for posting and the posting of the posters has been audited.

Standard Implemented: Partially

Previous Rating: 3
Self Rating: 5
New Rating: 4



7.12 State and Federal Compliance

Legal Standard

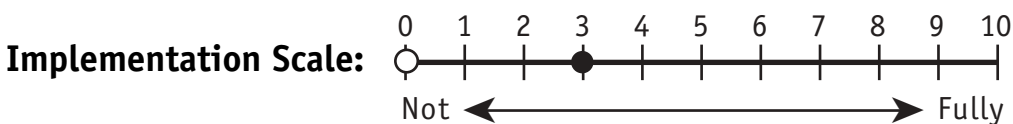
The district is in compliance with Title IX policies on discrimination and Government Code 12950(a) posting requirements concerning harassment or discrimination.

Progress on Recommendations and Recovery Steps

1. A Title IX officer has been appointed.
2. The district has developed a Non Discrimination and Sexual Harassment policy and it has been adopted by the board.
3. Employment posters have been acquired and posted.
4. The sexual harassment policy and complaint procedure have been developed; however, the distribution was not documented.
5. The district indicated that it is in the process of developing a schedule for printing an EEO notification referencing Title IX in a major local newspaper. A review of compliance will be made during the next review.
6. The district indicated that it plans to publish the name and telephone number of the Title IX officer in every “employee manual” and in the Discipline Code for students. This includes site-specific employee manuals. The next 6-month review will document this implementation.
7. The district has distributed sexual harassment complaint forms to all site principals.
9. The district indicates that the sexual harassment policy is provided to each employee in the annual notification packet. The next 6-month review will verify implementation.
11. District indicates that each employee is given the information sheet and signs as having received the information. At the time of the review, the forms had just been distributed to employees and were being returned though not filed as of yet. The signed forms were verified through personnel file reviews.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 4
New Rating: 3



7.14 State and Federal Compliance

Professional Standard

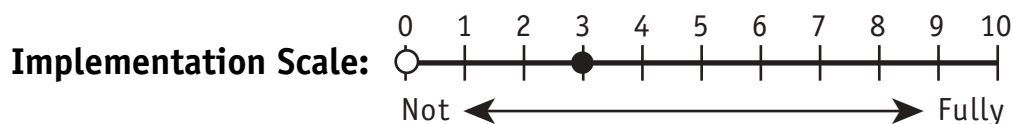
The District is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.

Progress on Recommendations and Recovery Steps

1. Sample policies have been requested. New forms have not been developed as of the date of this review.
4. The district indicated that FMLA is included in HRS Reference Manual, Classified Orientation Handbook, New Certificated Employee Handbook and New Substitute Teacher's Handbook. Upon verification, it was found that these could not be found in the Classified Orientation Handbook nor in the New Substitute Teacher's Handbook. This will be reviewed again in the next 6-month review.
5. A person has been identified who will process FMLA leaves.
8. District indicates that the FMLA rights are included in the new employee orientation and in the annual notification packet. This information was verified for the 98/99 school year.
9. Legal counsel for negotiations indicated that they had written most of the language used in the bargaining agreement and in doing so had reviewed the language as to its consistency with recent changes in the law.

Standard Implemented: Partially

Previous Rating: 0
Self Rating: 3
New Rating: 3



9.1 Staff Training

Professional Standard

The district has developed a systematic program for identifying areas of need for in-service training.

Progress on Recommendations and Recovery Steps

1. District indicated that technology training is in the early stages.
2. District contracted with LACOE for Classified Orientation and use of LACOE Academy for Business Career Development.
3. A needs assessment team was used to develop HRS in-service calendar and programs. Verification was received that a staff development committee was utilized in the development of the calendar and programs. The committee used seven core values in assisting them in selecting classes for the classified calendar.
7. The district indicated that the training goals and objectives and report evaluation are all in their infancy stage.

Standard Implemented: Partially

Previous Rating: 2
Self Rating: 3
New Rating: 3

