

Policy Type: Operational Expectations

Personnel Administration

The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its *Results* policies.

The Superintendent will:

1. Assure that no person is employed by the district without first clearing thorough background inquiries and checks.
2. Assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquires and checks.
3. Recruit and select only highly qualified and the best-suited candidates for all positions.
4. Assure that compensation and benefit plans attract and retain the highest quality employees.
5. Administer clear personnel rules and procedures for employees.
6. Effectively handle complaints and concerns.
7. Maintain adequate job descriptions for all staff positions.
8. Protect confidential information.
9. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's *Results* policies and their compliance with the Board's *Operational Expectations* policies.
10. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
11. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.

The superintendent may not:

12. Change his or her own compensation.
13. Promise or imply guaranteed employment which cannot be terminated with notice.
14. Retaliate against any employee for initiating a legitimate complaint.

Adopted: October 26, 2015

Monitoring Method: ***Internal report***
Monitoring Frequency: ***Annually***

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