

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. Conduct extensive background checks and inquiries prior to hiring any paid personnel.
2. Conduct reasonable background checks and inquiries prior to utilizing the services of any volunteers.
3. Select the most highly qualified and best-suited candidates for all positions.
4. Develop an emergency succession plan for key departmental leaders that provides for continuity of services on an interim basis.
5. Administer clear personnel rules and procedures for employees.
6. Effectively handle complaints and concerns.
7. Maintain comprehensive job descriptions for all staff positions.
8. Protect confidential information.
9. Develop compensation and benefit plans to attract and retain the highest quality employees, compensating employees within available resources consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.

10. Evaluate all employee performance according to state requirements and employee handbook.
11. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
12. Sustain an organizational culture of professional support and courtesy that positively impacts the ability of staff to responsibly perform their jobs, characterized by practices that:
 - a. Value individual differences of opinion.
 - b. Reasonably include people in decisions that affect them.
 - c. Provide open and honest communication in all written and interpersonal interaction.
 - d. Focus on common achievement of the Board's **Results** policies.
 - e. Maintain an open, responsive and welcoming environment.

Monitoring Method: Internal Report

Monitoring Frequency: Annually in July

Date of Adoption: April 28, 2014

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