

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

Policy 4000

Concepts and Roles

The Solano County Office of Education (SCOE) recognizes that the success of its students and programs hinges on effective personnel. SCOE desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. SCOE's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

As the legal representative of SCOE the County Superintendent (Superintendent) or designee shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Superintendent or designee shall hear employee complaints and appeals when such hearings are in accordance with SCOE policy or negotiated agreements. The Superintendent or designee shall also adopt wage and salary schedules and shall commit budget funds for professional learning so that staff members may continue developing their skills.

The Superintendent has responsibility for overseeing SCOE's personnel system and shall approve a framework for sound hiring practices. The Superintendent or designee shall approve all personnel for employment. The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective, approved accountability systems. The Superintendent or designee also shall recommend disciplinary action which may be taken against employees when warranted pursuant to policy, administrative regulations, and/or state or federal law.

SCOE recognizes that every employee has a stake in its successful operation and encourages all employees to express their ideas, concerns, and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby they will receive and consider employee suggestions and submit them, when appropriate, for consideration to the members of the Cabinet.

Legal Reference:

EDUCATION CODE

35020 Duties of employees

35035 Powers and duties of superintendent

GOVERNMENT CODE

3540-3549.3 Public education employer-employee relations

Policy Cross-Reference:

4030 Nondiscrimination in Employment

4111 Recruitment and Selection

4118 Dismissal/Suspension/Disciplinary Action

4131 Staff Development

4144 Complaints

4151 Compensation During Work Disruptions Due to Disasters