

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

Policy 4111.1

Employment Procedures

1. PURPOSE OF EMPLOYMENT PROCEDURE

The purpose of this policy is to provide consistency and fairness through uniform and standardized recruitment, selection, and assignment procedures. The credibility of office employment practices depends upon applicants and employees knowing they are treated fairly and equally under the same conditions or in like situation.

2. EQUAL EMPLOYMENT OPPORTUNITIES

The Solano County Office of Education (SCOE) is an equal opportunity employer committed to an active nondiscrimination program. All employees and applicants shall receive equal consideration and treatment. The objective of the office nondiscrimination program is, whenever possible, to actively recruit and consider for employment members of minority groups, females, and the disabled. (See Equal Employment Opportunity Policy, 4111.13.)

3. EMPLOYMENT PROCEDURES

STEP	PROCESS/PROCEDURES
BACKGROUND & RESIGNATION PROCEDURES	Vacancy exists because of (1) resignation, dismissal, transfer, promotion, or (2) new position. If resignation, employee submits written letter to the County Superintendent or designee normally with two weeks' prior notice. The Superintendent/designee will give written acceptance of resignation with copy of letter to Human Resources (HR) Department.
1	<p><i>New Staff Needed</i></p> <ul style="list-style-type: none"> • The process is initiated by the director or department head who makes recommendation to the Superintendent/designee, who recommends it to Cabinet. • The program administrator is notified of approval and completes the Request for Staffing Change form. • For new positions, the form is submitted to Internal Business Services to assign a position control number, obtain the required signatures on the form, and forward the form to HR.
2	<p><i>Existing Position</i></p> <ul style="list-style-type: none"> • For an existing position with an assigned position control number, the Request for Staffing Change form is submitted directly to HR. HR obtains the necessary signatures on the form.
3	<p><i>New Job Description</i></p> <ul style="list-style-type: none"> • If a new position (one not currently in SCOE's present job classification system) is requested: <ul style="list-style-type: none"> ○ HR will draft a job description in consultation with the supervisor, department head, and Superintendent/designee. ○ The job title and salary range will be established by HR and the bargaining unit with the approval of the Superintendent/designee.

STEP	PROCESS/PROCEDURES
4	<p>Posting</p> <ul style="list-style-type: none"> • If the position is a classified or certificated, non-management position, it is posted internally. • <u>Classified:</u> <ul style="list-style-type: none"> ○ Positions are posted internally for five business days and can be posted internally and externally concurrently with the approval of the Superintendent/designee and the bargaining unit. The Superintendent/designee will contact the bargaining unit for approval. ○ Announcements are e-mailed and sent to work sites to be posted, mailed to those on the 39-month rehire list, posted at SCOE's main office, and e-mailed to site secretaries. • <u>Certificated:</u> <ul style="list-style-type: none"> ○ Positions are posted internally for ten calendar days and can be posted internally and externally concurrently. ○ Announcements are e-mailed and sent to work sites to be posted, mailed to certificated employees' homes, mailed to those on the 39-month rehire list, posted at SCOE's main office, and e-mailed to site secretaries. • <u>Management:</u> <ul style="list-style-type: none"> ○ Position is made by Appointment <ul style="list-style-type: none"> • Superintendent/Designee may interview selected person(s) who are internal or external to SCOE. • Superintendent may appoint. ○ Position is posted Internally <ul style="list-style-type: none"> • Job Postings will be emailed to all SCOE employees via SCOE email. • Positions may be posted with a closing date or open until filled. • Superintendent/Designee will interview all qualified internal applicants. ○ Position is posted Externally <ul style="list-style-type: none"> • Positions may be posted with a closing date or open until filled. ○ Position is posted Internally and Externally concurrently <ul style="list-style-type: none"> • Positions may be posted with a closing date or open until filled. • Superintendent/Designee will interview all qualified internal applicants. ○ After closing date, HR will notify the Superintendent/Designee of how many applications were received. ○ No internal or external applicants will be accepted after the deadline.

Policy 4111.1 (Continued)

STEP	PROCESS/PROCEDURES
5	<p>Paper Screening</p> <ul style="list-style-type: none"> • Paper screening criteria, based on the job description, will be provided to HR by the administrator. • The paper screening team will consist of a minimum of two people, including an administrator and a minority employee. It is standard procedure for a unit member to participate for a classified or certificated position. • Paper screening is done individually using the same criteria. The completed paper screening forms are given to HR to average the scores from all screeners. The administrator notifies HR as to how many candidates will be interviewed or determines a cutoff score. If one candidate with a particular score is to be interviewed, all other candidates with the same score will be interviewed.
6	<p>Interviews</p> <ul style="list-style-type: none"> • The administrator notifies HR of the requested interview date and time. A three-day lead time is suggested. • The interview team consists of a minimum of three people including an administrator and a minority employee. It is standard practice for a unit member to participate for a classified or certificated position. • The administrator provides HR with the interview questions and a writing assignment at least two days prior to the interviews. • The administrator will review with the team members: <ul style="list-style-type: none"> ○ The contents of the interview packet ○ The interview process ○ How a candidate is recommended for hire ○ What the team does between interviews ○ That scoring should be consistent • Each applicant may complete a writing assignment on the computer before the interview. <p>Interviews should be conducted according to the Instructions for Members on Interview Committees (see Policy 4111.12).</p>
7	<p>Hiring</p> <ul style="list-style-type: none"> • If the administrator wishes to recommend one or more of the applicants, s/he completes a Pre-Employment Recommendation form and Post Interview Information form for each applicant. • HR will obtain any necessary telephone reference checks. • Second interviews are at the option of the administrator. They are informal, but the questions must meet legal requirements. Management applicants must have a second interview with the members of Cabinet.

Policy 4111.1 (Continued)

STEP	PROCESS/PROCEDURES
<p style="text-align: center;">7 (Continued)</p>	<ul style="list-style-type: none"> • HR will complete the pre-recommendation for hire forms and obtain the necessary signatures. • The Superintendent/designee will determine salary placement and will make the employment offer or ask an HR staff member to extend the offer. • HR will notify the administrator whether the applicant accepted or declined the employment offer. • If necessary, HR will arrange for the applicant to undergo a physical and to be fingerprinted. HR will set up an orientation for the applicant. • HR will send appropriate letters to all applicants and interviewees.