

# LODI UNIFIED SCHOOL DISTRICT

## Policy 4000

### REVISION

#### Personnel

##### Concepts and Roles in Personnel

The Board of Education wishes to establish, through the personnel policies and regulations of the district, conditions which will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the district. The Board of Education desires that teachers pursue excellence within their profession and shall provide incentives to teachers of demonstrated ability and expertise which will encourage them to stay in the public school system. The policies in this section shall reflect these concepts.

The Board of Education believes that its personnel policies must be developed through the cooperation and participation of the employee organizations, the administrative staff, and the Board in an atmosphere of mutual faith and good will.

The Board of Education affirms its intention to have all policies, regulations and procedures of the district conform to all requirements of law and state regulations.

Provisions for the implementation of adopted policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinions.

##### The Board Of Education

1. — Adopts wage and salary schedules.
2. — Elects or rejects employees on the recommendation of the Superintendent.
3. — Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with exclusive representatives (employee organizations).
4. — Serves as a court of appeals in cases referred by the Superintendent or which may be appealed by employees as specified in Board policies or adopted employee organization bargaining agreements.

### **The Superintendent**

1. ~~Nominates for employment all certificated and classified personnel.~~
2. ~~Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action according to Board policy and administrative regulations, state or federal laws and regulations, and collective bargaining agreements.~~
3. ~~With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved, proposes salary schedules for staff members not covered by an employee organization agreement, and serves as consultant to the Board throughout negotiations with employee organizations on all matters under negotiations.~~

### **Working Relationships Between Board And Superintendent**

~~The Board of Education desires to be guided principally by the advice of the Superintendent in regard to its relations with certificated and classified personnel.~~

~~The Board of Education desires that the Superintendent conduct the district's personnel relations with fair and sound practices approved by the Board and in accordance with the law and negotiated collective bargaining agreements.~~

The Board of Education recognizes that the success of district students and programs hinges on effective personnel. The Board 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. The district's personnel policies and related rules 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 the district in negotiations with employee representatives, the Board 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 Board shall hear employee's complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Superintendent has primary responsibility for overseeing the district's personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The Superintendent or designee also shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, rule and/or state or federal law.

The Board recognizes that every employee has a stake in the district's successful operation. The Board encourages all district 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 employee suggestions and submit them when appropriate, for consideration by the Board.

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Legal Reference:     Education Code  
                          35020 Duties of employees fixed by Board of Education  
                          35035 Powers and duties of superintendent  
                          35160 Powers of Board of Education  
                          Government Code  
                          3540-3549.3 Public educational employer-employee relations  
                          12940 et. seq. Discrimination prohibited; Unlawful practices  
                          generally

Policy  
adopted:     04/21/98