



West Contra Costa Unified School District

Personnel Management

Comprehensive Review
July 2003

**Administrative Agent
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Office of Kern County
Superintendent of Schools**

Chief Executive Officer
Thomas E. Henry

3.3 Certificated Recruitment and Selection

Professional Standard

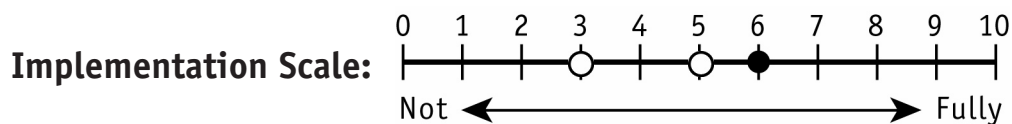
The job application form requests information that is legal, useful, pertinent, and easily understood.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division has prepared two new employment application forms, one each for certificated and classified applicants. These new application forms have not yet been reviewed by legal counsel. Upon approval from that office, the Personnel Services Division plans on printing new forms for anyone applying to the district.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	3
June 2002 Rating:	5
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



3.9 Certificated Recruitment and Selection

Professional Standard

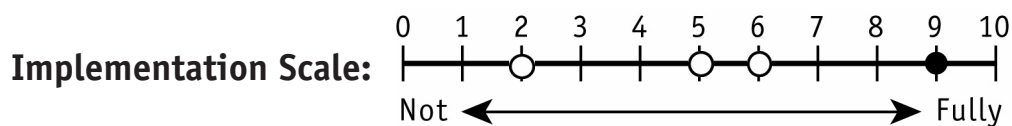
The district systematically initiates and follows up on experience and reference checks on all applicants being considered for employment.

Progress on Recommendations and Improvement Plan

1. The “Reference Checks for Certificated Candidates,” Bulletin P-7, which was issued to all principals on September 21, 2001, is still the written direction to the implementation of reference checks. This directive requires at least one reference check on all candidates in the file before their employment.
2. Instructions require that the administrators mail or fax a completed reference check to the Personnel Services Division before they actually hire an applicant. The district does have a reference checking form.
3. Personnel technicians are using a Teacher Assignment form in the hiring process. The date of the reference check is posted before a contract can be offered to/signed by a new candidate.
4. Monitoring of reference checking for newly hired substitute teachers is now in place.

Standard Implemented: Fully - Substantially

June 2001 Rating:	2
December 2001 Rating:	5
June 2002 Rating:	6
December 2002 Rating:	Not Reviewed
June 2003 Rating:	9



4.2 Classified Recruitment and Selection

Legal Standard

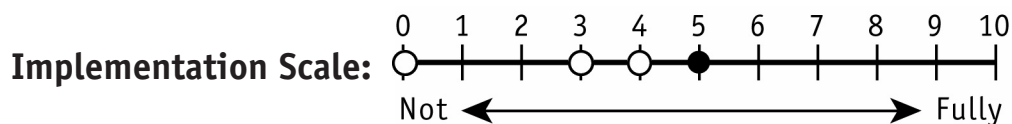
Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.

Progress on Recommendations and Improvement Plan

1. The Personnel Services and Fiscal Services divisions have developed a process whereby employees who receive pay and are not in a budgeted position will be identified and researched by Personnel Services Division for corrective action. This new procedure has not yet been implemented.
2. The Personnel Services Division has not yet developed procedures that ensure the use of substitutes and short-term employees is consistent with Education Code requirements.
3. Personnel Services has developed written procedures for hiring classified employees; however, these procedures have not been adopted by the Personnel Services Division or distributed to site/program administrators.
4. Although the district has increased the number of candidates who may be considered from three to five in seniority order, the district is still unable to consider other qualified candidates.

Standard Implemented: Partially

June 2001 Rating:	0
December 2001 Rating:	3
June 2002 Rating:	4
December 2002 Rating:	5
June 2003 Rating:	5



5.3 Employee Orientation

Professional Standard

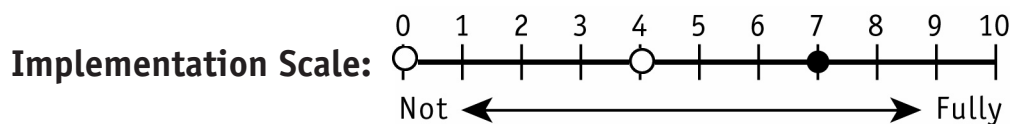
The Personnel Services Division has developed a video of the district activities and expectations for new employee orientation.

Progress on Recommendations and Improvement Plan

1. The district has completed the development of a new employee orientation video that includes district activities and expectations for use in employee orientation.
2. The Personnel Services Division plans to develop a written orientation program and use the video for individual and group presentations.

Standard Implemented: Partially

June 2001 Rating:	0
December 2001 Rating:	Not Reviewed
June 2002 Rating:	4
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



6.1 Operational Procedures

Professional Standard

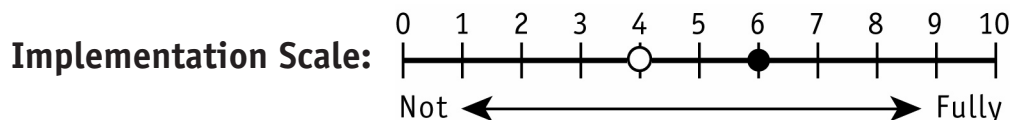
Personnel files are complete, well organized and up to date.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division is in the process of removing material identified as inappropriate from personnel files.
2. Personnel Services has developed written internal procedures for the placement and removal of material from files.
3. The Personnel Services Division has not yet advised employee bargaining units that contract language allowing the removal of derogatory material is illegal and can no longer be followed.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



6.4 Operational Procedures

Professional Standard

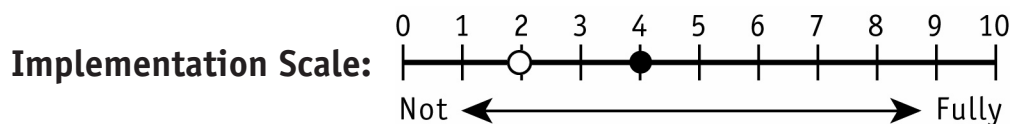
The Personnel Services Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.

Progress on Recommendations and Improvement Plan

1. Draft job descriptions for all positions have been revised to reflect current duties and responsibilities and ADA guidelines. However, the district has not been able to get bargaining unit approval for the changes. The job descriptions remained unadopted.
2. A draft of a job description manual has been developed that covers the format and content and compliance issues. This manual has not been finalized or distributed.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	4
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	4



6.7 Operational Procedures

Professional Standard

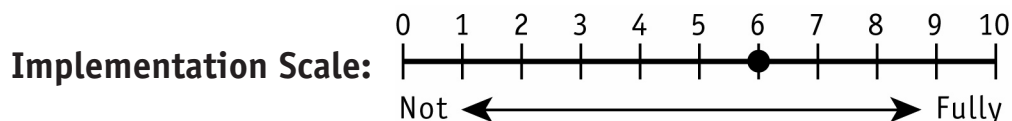
Wage and salary determinations and ongoing implementation are handled without delays and conflicts (substitutes, temporary employees, stipends and shift differential, etc.).

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division uses the collective bargaining contract language as a guide in making salary decisions. Personnel Services has not yet established written procedures to cover those aspects of determining salary placement that are not specifically addressed by contract.
2. The Personnel Services Division has not yet developed its personnel database such that the Bi-Tech system can be used for making longevity step changes.
3. Personnel Services has salary schedules for all employees that include general guidelines on salary placement.

Standard Implemented: Partially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	6
June 2003 Rating:	6



6.9 Operational Procedures

Professional Standard

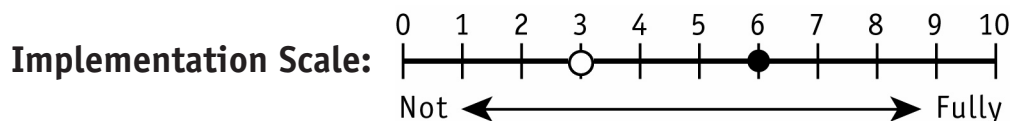
Personnel staff members attend training sessions/workshops to keep abreast of the most current acceptable practices and requirements facing personnel administrators.

Progress on Recommendations and Improvement Plan

1. Personnel Services administrative and support staff established individual goals and training objectives for 2002-03.
2. Individual staff members attended a variety of training sessions, including fundamentals of workers compensation, Bi-Tech usage, and unemployment insurance. Also, a few staff attended the AASPA and CCS union/management conferences.
3. Although individual support staff set training objectives, most training received was on Bi-Tech.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Rating:	6
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



7.2 State and Federal Compliance

Legal Standard

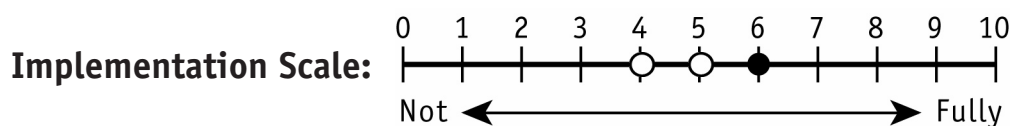
The Governing Board requires every employee to present evidence of freedom from tuberculosis as required by state law. (Education Code §§ 44839 and 49406.)

Progress on Recommendations and Improvement Plan

1. The process and procedures have been developed that detail the monitoring of tuberculosis testing for both new and current employees.
2. The employee organizations and personnel will be meeting to review the process and procedures for complying with the legal requirements.
3. The changes to the policy will be recommended to the Governing Board for approval in May 2003.
4. The Bi-Tech System will provide the ability to track employees who need to renew the tuberculosis test as required.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	4
June 2002 Rating:	5
December 2002 Rating:	5
June 2003 Rating:	6



7.4 State and Federal Compliance

Legal Standard

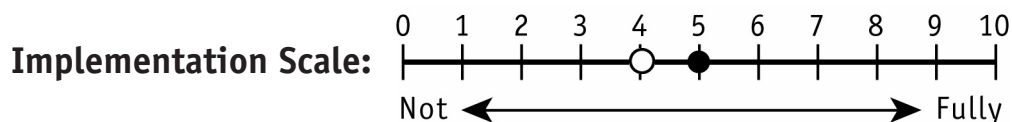
A clear implemented policy exists on the prohibition of discrimination. (Government Code § 11135.)

Progress on Recommendations and Improvement Plan

1. An updated board policy on the prohibition of discrimination has not been approved for implementation to date.
2. A standard nondiscrimination statement to be used on all district materials has not been developed. The Personnel Services Division has a target date of July 1, 2003, for developing the appropriate statement.
3. The determination of all locations for placement of employee-related legal notices in district offices and at all work locations has not been completed. The Personnel Services Division has a target date of July 1, 2003, for completion.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	4
June 2002 Rating:	5
December 2002 Rating:	Not Reviewed
June 2003 Rating:	5



8.1 Use of Technology

Professional Standard

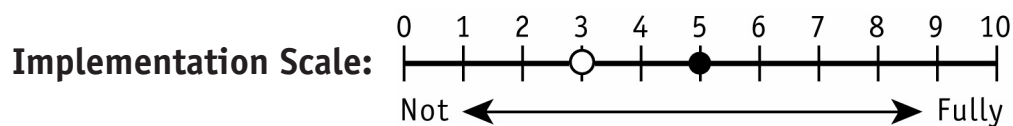
An online position control system is utilized and is integrated with the payroll/financial systems.

Progress on Recommendations and Improvement Plan

1. Position control in the payroll system has been instituted; however, the implementation of the personnel module has not been fully completed.
2. Meetings have taken place with Management Information Systems staff, and the needed reports and database information have been identified.
3. The Personnel Services Division and the Management Information Systems staff need to continue to further develop this work in progress.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Rating:	5
December 2002 Rating:	Not Reviewed
June 2003 Rating:	5



8.2 Use of Technology

Professional Standard

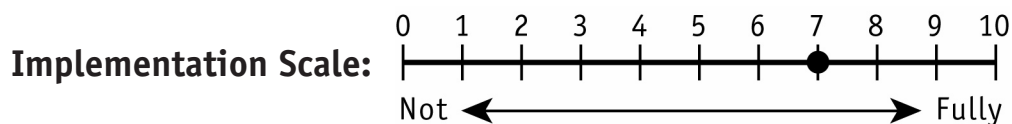
The Personnel Services Division provides an automated substitute calling system. The system should have the ability to input and retrieve data. Data should be distributed to site and program managers.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division staff has met with Management Information Systems and Budget staff to determine the need and ability to purchase new software to merge the Bi-Tech and the Substitute Finder System.
2. The need to purchase new software has been determined. Funding to support the purchase of the new software upgrade for the Substitute Finder System has not been available.
3. Some cross training of staff has taken place so that servicing the Substitute Finder System will continue. Additional cross training is scheduled to take place during the months of July and August 2003.

Standard Implemented: Partially

June 2001 Rating:	7
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



8.3 Use of Technology

Professional Standard

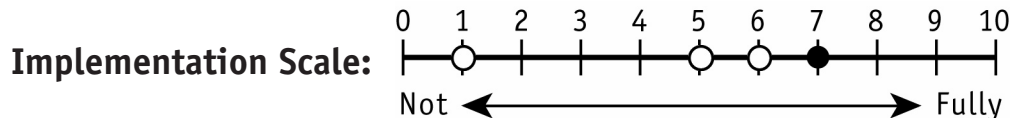
The certificated and classified departments of the Personnel Services Division have an applicant tracking system in place.

Progress on Recommendations and Improvement Plan

1. An applicant tracking system and a credentials database are in place and in use this year. The employee assignment information available through Bi-Tech will be implemented very soon.
2. The current Bi-Tech system does not meet the needs of the Classified Personnel Department. Management Information Systems and the Personnel Services Division are working to develop a suitable program for classified applicant tracking.

Standard Implemented: Partially

June 2001 Rating:	1
December 2001 Rating:	5
June 2002 Rating:	Not Reviewed
December 2002 Rating:	6
June 2003 Rating:	7



8.4 Use of Technology

Professional Standard

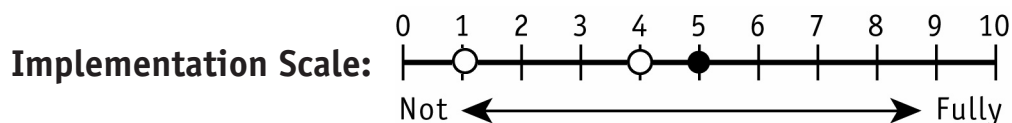
The Personnel Services Division has in place a program of providing funds and time for staff training and skill development in the use of computers.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division is working with Management Information Systems to develop a technology plan for Personnel Services.
2. The Personnel Services Division staff members are encouraged to attend the training in the Classified Personnel Growth Series or by adult education to improve their computer skills.
3. Cross training in the operation of the substitute calling system has taken place.
4. The Director of Classified Personnel has been identified as the staff member responsible for developing a staff training plan time line and implementation as it pertains to the use and maintenance of office equipment.

Standard Implemented: Partially

June 2001 Rating:	1
December 2001 Rating:	4
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	5



8.6 Use of Technology

Professional Standard

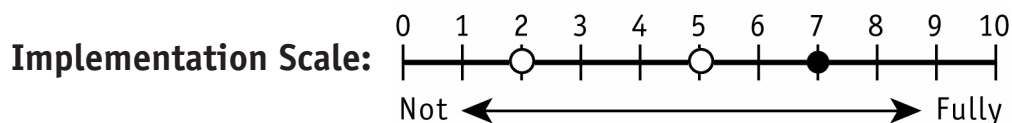
The Personnel Services Division has computerized its employee database system, including but not limited to credentials, seniority lists, evaluations, personnel by funding, program, location, workers compensation and benefits.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division staff members have all received new computers and have implemented applicant tracking and the credentials modules for certificated applicants.
2. Much of the database system implementation continues to be a work in progress. Members of the division's leadership team, in working through the layoff process, have become more knowledgeable about the Bi-Tech system's capabilities.
3. The identification and prioritizing of the type of data that will need to be stored and retrieved routinely are continuing to be reviewed with Management Information Systems staff.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	5
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



9.5 Staff Training

Professional Standard

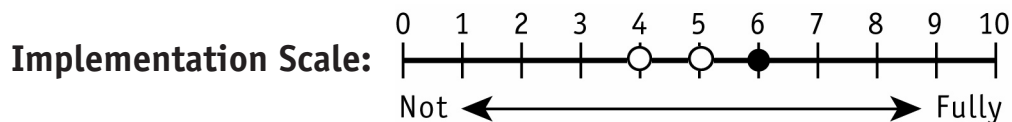
The district provides training for all management and supervisory staff responsible for employee evaluations and documentation.

Progress on Recommendations and Improvement Plan

1. The Personnel Services Division reports that the Superintendent, Governing Board and Cabinet members continue to make evaluations a priority. The Personnel Services Division continues to inform appropriate supervisors of managers when evaluations are not completed by managers.
2. Training for administrators and classified supervisors is scheduled for August 2003.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	5
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



9.7 Staff Training

Professional Standard

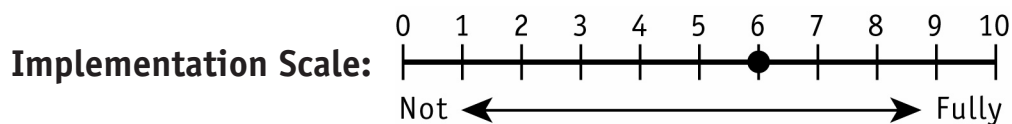
The division develops handbooks and materials for training components.

Progress on Recommendations and Improvement Plan

1. It was reported that a retirement handbook will be revised for the 2003-2004 school year and a retirement counseling program will be reinstituted in 2004.
2. The Personnel Services Division has developed a written plan for the review and revision of division handbooks. A plan of action for this work is scheduled to begin in late summer or early fall.

Standard Implemented: Partially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



10.5 Evaluation/Due Process Assistance

Professional Standard

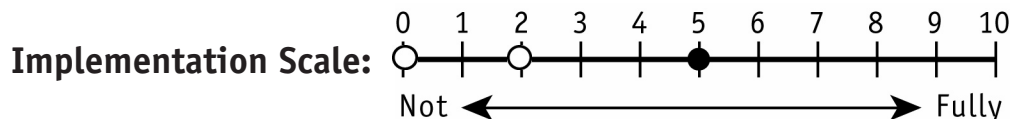
The Personnel Services Division has developed an evaluation handbook for management and supervisory training.

Progress on Recommendations and Improvement Plan

1. The district presently does not have a certificated or classified evaluation handbook. The Personnel Services Division has information in its Personnel Policy and Procedures Manual on evaluations that the district plans to use in the creation of evaluation manuals.
2. The district provided evaluation in-service training for both administrators and supervisors during the 2001-02 school year. Nothing was done in school year 2002-03. In-service training is planned for the August Leadership Advance for the 2003-04 school year. Supervisors have scheduled small group sessions for in-service training on August 18 and September 19, 2003.

Standard Implemented: Partially

June 2001 Rating:	0
December 2001 Rating:	2
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	5



11.3 Employee Services

Professional Standard

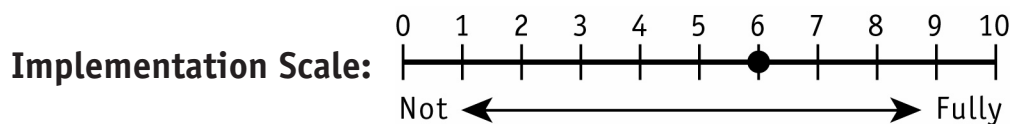
The Personnel Services Division has available to employees various referral agencies to assist those employees in need.

Progress on Recommendations and Improvement Plan

1. The last update and distribution to all employees of the Employee Assistance Referral Guide was done in October 2001.
2. The district plans to update and distribute a new Employee Assistance Referral Guide in October 2003.

Standard Implemented: Partially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



12.1 Employer/Employee Relations

Professional Standard

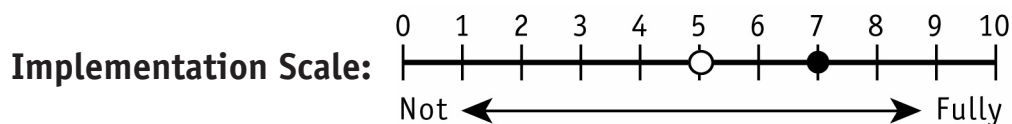
Salary schedules and benefits are competitive.

Progress on Recommendations and Improvement Plan

1. It was reported that the district collected comparative salary data during the 2001-02 negotiations. There was no actual comparable data provided to the assessment team.
2. The district has negotiated agreements with all bargaining units to establish a joint benefits committee to review the district's retiree benefits package, its impact on the district's budget and possible alternatives.
3. The Benefits Committee has met on a regular basis approximately six times.

Standard Implemented: Partially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



12.2 Employer/Employee Relations

Professional Standard

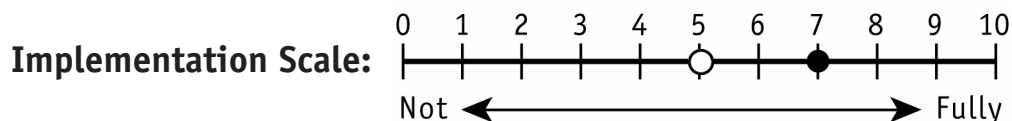
The Personnel Services Division involves site-level administrators in the collective bargaining and labor relations decision-making process.

Progress on Recommendations and Improvement Plan

1. The district has established a practice starting with the 2001 negotiations of meeting with site-level administrators to identify problem contract areas.
2. Results of site-level meetings have been reported to the Governing Board.
3. Bargaining teams are comprised of site and central office administrators who can vary depending on specific topics to be discussed.
4. It was reported that the district intends to continue with using site and central administrators when negotiations reopen in 2004.

Standard Implemented: Partially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	7
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



12.4 Employer/Employee Relations

Professional Standard

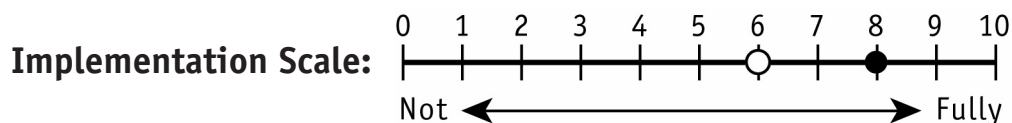
The Personnel Services Division provides a clearly defined process for the bargaining with its employee groups (e.g., traditional, interest-based).

Progress on Recommendations and Improvement Plan

1. The district has now hired a full-time legal counsel/labor relations representative.
2. The new position is responsible for all collective bargaining and labor relations issues.
3. Two of the district's bargaining units, WCCAA and SSA, have indicated a desire to use an interest-based approach in negotiations. WCCAA and the district have participated in training on the use of interest-based techniques. The classified employees' and teachers' unions have, at this time, indicated no desire to use interest-based bargaining.
4. Minutes of negotiations conducted in 2001-02 were made available and are on file in the Labor Relations Office.
5. Monthly meetings are held with all union leaders, the Superintendent and various Cabinet members. Additionally, Labor Relations and Personnel Services Division representatives meet regularly (individually and as a team) with leaders of the various employee groups.

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
1.1	An updated and detailed policy and procedures manual exists that delineates the responsibilities and operational aspects of the personnel office.	7	NR	NR	NR	NR
1.2	The district has clearly defined and clarified roles for board and administration relative to recruitment, hiring, evaluation and dismissal of employees.	7	NR	NR	NR	NR
1.3	The Personnel Division has developed a mission statement that sets clear direction for personnel staff.	10	NR	NR	NR	NR
1.4	The Personnel Division has an organizational chart and a functions chart that include the names, positions and job functions of all staff in the Personnel Division.	4	8	NR	NR	NR
1.5	The Personnel Division has established goals and objectives directly related to the district's goals that are reviewed and updated annually.	10	NR	NR	NR	NR
1.6	Individual staff members have developed goals and objectives in their areas of responsibility and a personal professional development plan.	3	NR	6	10	NR
1.7	The Personnel Division has a monthly activities calendar and accompanying lists of ongoing personnel activities to be reviewed by staff at planning meetings.	0	8	NR	NR	NR
1.8	The Personnel Division head is a member of the Superintendent's Cabinet and participates in decision-making early in the process.	10	NR	NR	NR	NR

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
2.1	The Personnel Division utilizes the latest technological equipment for incoming and outgoing communications.	5	6	NR	NR	NR
2.2	The personnel and business divisions have developed and distributed a menu of services that includes the activities performed, the individual responsible, and the telephone numbers where they may be contacted.	5	NR	8	NR	NR
2.3	The Personnel Division provides an annual report of activities and services provided during the year.	10	NR	NR	NR	NR
2.4	The Personnel Division staff is cross-trained to respond to client need without delay.	1	NR	6	NR	NR
2.5	The Personnel Division holds regularly scheduled staff meetings.	4	6	10	NR	NR
2.6	Various publications are provided on a number of subjects to orient and inform various clients.	4	NR	NR	6	NR
3.1	The Governing Board will provide equal opportunities for all people without regard to race, color, creed, sex, religion, ancestry, national origin, age, or disability (EC 44100-44105).	6	NR	NR	NR	NR
3.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.	6	NR	NR	8	NR
3.3	The job application form requests information that is legal, useful, pertinent, and easily understood.	3	3	5	NR	6
3.4	The Personnel Division recruitment plan includes a training component for the district recruitment team.	7	NR	8	NR	NR

Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
3.5	The recruitment plan identifies placement centers, colleges and publications where there are significant numbers of candidates to meet the district's diverse needs.	6	NR	NR	8	NR
3.6	The recruitment plan provides a cost estimate (included in the division budget) for the recruitment program.	6	NR	7	NR	NR
3.7	A summary or evaluation of the results of the year's recruitment efforts is provided in written form.	6	NR	NR	9	NR
3.8	Selection procedures are uniformly applied.	4	5	6	NR	NR
3.9	The district systematically initiates and follows up on experience and reference checks on all applicants being considered for employment.	2	5	6	NR	9
4.1	The Governing Board will provide equal employment opportunities for persons without regard to race, color, creed, sex, religion, ancestry, national origin, age or disability (EC 44100-44105).	6	NR	NR	NR	NR
4.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided (EC 44100-44105).	0	3	4	5	5
4.3	The job applicant form requests information that is legal, useful, pertinent, and easily understood.	4	NR	5	NR	NR
4.4	The recruitment plan identifies various recruitment sources utilized in the search process for the numerous position classifications.	6	NR	NR	7	NR

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
4.5	The district systematically initiates and follows up on all applicants being considered for employment.	6	NR	NR	7	NR
4.6	Appropriateness of required tests for a specific position is evident.	5	NR	6	NR	NR
4.7	A summary of the recruitment efforts for the year is provided in written form.	10	NR	NR	NR	NR
5.1	Initial orientation is provided for all new staff.	5	6	NR	NR	NR
5.2	The Personnel Division provides orientation handbooks for new employee orientation in all classifications: substitutes, teachers and classified employees.	3	NR	5	NR	NR
5.3	The Personnel Division has developed a video of the district activities and expectations for new employee orientation.	0	NR	4	NR	7
6.1	Personnel files are complete, well-organized and up to date.	4	NR	NR	NR	6
6.2	Personnel Division non-management staff members have individual desk manuals for all of the personnel functions for which they are held responsible.	0	NR	8	NR	NR
6.3	The Personnel Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.	1	6	NR	NR	NR
6.4	The Personnel Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.	2	4	NR	NR	4

Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
6.5	The Personnel Division provides an office environment with appropriate furniture, equipment, and materials.	4	NR	NR	5	NR
6.6	The Personnel Division has procedures in place that allow for both personnel and payroll staff to meet regularly to solve problems that develop in the process of new employees, classification changes and employee promotions.	5	NR	7	NR	NR
6.7	Wage and salary determination and ongoing implementation are handled without delays and conflicts (substitutes, temporary employees, stipends, shift differential, etc.).	6	NR	NR	6	6
6.8	Regulations or agreements covering various types of leaves are fairly administered.	10	NR	NR	NR	NR
6.9	Personnel staff members attend training sessions/workshops to keep abreast of the most current acceptable practices and requirements facing personnel administrators.	3	NR	6	NR	6
6.10	The Personnel Division provides employees with appropriate forms for documenting requested actions (e.g., leaves, transfers, resignations, retirements).	10	NR	NR	NR	NR
6.11	Established staffing formulas dictate the assignment of personnel to the various sites and programs.	4	NR	6	NR	NR
7.1	Policies and regulations exist regarding the implementation of AB 1610 and AB 1612 on fingerprinting requirements. Education Codes: 44237, 45125, 45125.1, 44332.6, 44346.1, 44830.1, 45122.1.	4	NR	NR	5	NR

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
7.2	The Governing Board requires every employee to present evidence of freedom from tuberculosis as required by state law (EC 44839, 49406).	4	4	5	5	6
7.3	No person shall be employed as a teacher's aide unless that person has passed the basic reading, writing, and mathematic skills proficiencies required for graduation from high school (EC 45361.5).	8	NR	NR	NR	NR
7.4	A clear implemented policy exists on the prohibition of discrimination (Government Code 11135).	4	4	5	NR	5
7.5	All certificated persons hold one or more valid certificates, credentials or life diplomas that allow the holder to engage in school services designated in the document (EC 44006).	6	NR	NR	6	NR
7.6	Duties to be performed by all persons in the classified service and other positions not requiring certification are fixed and prescribed by the Governing Board (EC 45109).	3	4	NR	NR	NR
7.7	Professional growth requirements for maintenance of a valid credential exist (EC 44277).	10	NR	NR	NR	NR
7.8	Current position descriptions are established for each type of work performed by certificated and classified employees.	3	4	NR	4	NR
7.9	The district has established a process by which all required notices/in-service training have been performed and documented, e.g., child abuse reporting, blood-borne pathogens, sexual harassment, non-discrimination, etc. (EC 44691, GC 8355).	10	NR	NR	NR	NR

Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
7.10	The district is in compliance with Title IX policies on discrimination and Government Code 12950(a) posting requirements concerning harassment or discrimination.	8	NR	NR	NR	NR
7.11	The district is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).	10	NR	NR	NR	NR
7.12	The district is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.	9	NR	NR	NR	NR
7.13	The district is in compliance with the Americans with Disabilities Act (ADA) of 1990 in application procedures, hiring, advancement or discharge, compensation, job training and other terms, conditions, and privileges of employment.	4	NR	NR	5	NR
7.14	The district has identified exempt and nonexempt employees and has promulgated rules and regulations for overtime that are in compliance with the Fair Labor Standards Act and California statutes.	1	NR	NR	3	NR
8.1	An online position control system is utilized and is integrated with payroll/financial systems.	3	NR	5	NR	5
8.2	The Personnel Division provides an automated substitute calling system. The system should have ability to input and retrieve data. Data should be distributed to site and program managers.	7	NR	NR	NR	7
8.3	The certificated and classified departments of the Personnel Division have an applicant tracking system.	1	5	NR	6	7

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
8.4	The Personnel Division has a program of providing funds and time for staff training and skills development in the use of computers.	1	4	NR	NR	5
8.5	The Personnel Division utilizes the latest technology to provide staff and clients with improved communications (e.g., voice mail, fax, e-mail).	4	5	NR	NR	NR
8.6	The Personnel Division has computerized its employee database system including, but not limited to: credentials, seniority lists, evaluations, personnel by funding source, program, location, and workers' compensation benefits.	2	5	NR	NR	7
9.1	The district has developed a systematic program for identifying areas of need for in-service training for all employees.	7	NR	8	NR	NR
9.2	The district shall make provisions for department-directed staff development activities (EC 52034(g)).	8	NR	NR	NR	NR
9.3	Teachers and other professional school services personnel are provided with diversity training (EC 44560).	10	NR	NR	NR	NR
9.4	The district has adopted policies and procedures regarding the recognition and reporting of sexual harassment (GC 12940).	7	NR	NR	7	NR
9.5	The district provides training for all management and supervisory staff responsible for employee evaluations.	4	5	NR	NR	6

Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
9.6	The district provides training opportunities to managers and supervisors in leadership development and supervision. Training topics might include: interpersonal relationships, effective supervision, conflict resolution, cultural diversity, gender sensitivity, team building, etc.	4	6	NR	NR	NR
9.7	The district develops handbooks and materials for all training components.	6	NR	NR	NR	6
10.1	The evaluation process is a regular function related to each employee and involves criteria related to the position.	4	NR	NR	NR	NR
10.2	Standards for the evaluation of management and supervisors will be developed and implemented.	2	3	NR	5	NR
10.3	A clear policy and practice exists for the written evaluation and assessment of certificated employees. (EC 44663)	5	NR	NR	NR	NR
10.4	The Personnel Division provides a process for the monitoring of employee evaluations and the accountability reporting of their completion.	4	NR	NR	5	NR
10.5	The Personnel Division has developed an evaluation handbook for management and supervisory training.	0	2	NR	NR	5
10.6	The Personnel Division has developed due process training for managers and supervisors.	4	NR	8	NR	NR
10.7	The Personnel Division has developed a process for providing assistance to marginal employees (remediation).	0	NR	NR	5	NR

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
10.8	The Personnel Division has developed a plan to address a Peer Assistance and Review Program (PAR). (EC 44498, 44500-44508, 44662, AND 44664.)	4	NR	10	NR	NR
11.1	The Personnel Division has developed a program for retirement counseling, including: STRS counseling, PERS counseling, and "life after retirement."	7	NR	NR	NR	NR
11.2	The Personnel Division has developed recognition programs for all employee groups.	9	NR	NR	NR	NR
11.3	The Personnel Division has available to its employees various referral agencies to assist employees in need.	6	NR	NR	NR	6
11.4	Employee benefits are well understood by employees through periodic printed communications provided by the Personnel Division.	3	NR	NR	7	NR
11.5	The Personnel Division provides new hires with a detailed explanation of benefits, the effective date of coverage, along with written information outlining their benefits and when enrollment forms must be returned to implement coverage.	4	NR	NR	NR	NR
11.6	Employees are provided the state's injury report form (DWC Form 1) within one working day of having knowledge of an injury or illness.	9	NR	NR	NR	NR

Personnel Management						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
11.7	The district notifies the third party administrator of an employee's claim of injury within five working days of having knowledge of the injury and forwards a completed Form 5020 to the insurance authority.	10	NR	NR	NR	NR
11.8	The district's workers' compensation experiences and activities are reported periodically to the Superintendent's Cabinet.	8	NR	NR	NR	NR
11.9	The workers' compensation unit is actively involved in providing injured workers with an opportunity to participate in a modified duty program.	10	NR	NR	NR	NR
11.10	The workers' compensation unit maintains the California OSHA log for all work sites and a copy is posted at each work site during the month of February as required	10	NR	NR	NR	NR
12.1	Salary schedules and benefits are competitive.	5	NR	NR	NR	7
12.2	The Personnel Division involves site-level administrators in the bargaining and labor relations decision-making process.	5	NR	7	NR	7
12.3	The Personnel Division provides all managers and supervisors (certificated and classified) training in contract management with emphasis on the grievance process and administration.	4	NR	NR	5	NR

Personnel Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
12.4	The Personnel Division provides a clearly defined process for bargaining with its employee groups (e.g., traditional, interest-based).	6	NR	NR	NR	8
12.5	The Personnel Division has a process in place that provides management and the Governing Board with information on the impact of bargaining proposals (e.g., fiscal, staffing, management flexibility, student outcomes).	6	8	NR	NR	NR
12.6	The Personnel Division provides clearly defined forms and procedures in the handling of grievances for its managers and supervisors.	6	NR	NR	6	NR
12.7	Bargaining proposals and negotiated settlements are "sunshined" in accordance with the law to allow public input and understanding of the cost implications and, most importantly, the effects on the children of the district.	10	NR	NR	NR	NR