

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4000

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 01/05/09

REPLACED: 09/06/22

SUBJECT: Concepts and Roles

The County Superintendent recognizes that the success of students and programs hinges on effective personnel. The County Superintendent 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 VCOE'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 the VCOE in negotiations with employee representatives, the County Superintendent 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 County Superintendent as the employer, shall hear employee complaints and appeals when such hearings are in accordance with policy or negotiated agreements. The County Superintendent shall also approve salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The County Superintendent as the employer, has the primary responsibility for overseeing the personnel system. To support this effort, the Human Resources department shall implement for sound and consistent hiring practices. Individuals who approach the County Superintendent directly regarding prospective employment shall be referred to the Human Resources department.

The County Superintendent and Cabinet members shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems. The supervisors in coordination with the Human Resources department, shall implement appropriate progressive disciplinary action when warranted pursuant to policy, administrative regulations and/or state or federal law.

The County Superintendent recognizes that every employee has a stake in VCOE's successful operation. All employees are encouraged to express their ideas, concerns and proposals related to the improvement of working conditions and the educational programs and services.