



**Personnel Selection and Recruitment**

**5100-P**

The superintendent is charged with establishing standard operating procedures for hiring. Procedures can be found in the Human Resources Hiring Manual.

A selection team, composed of staff, parents, administrators and students, when appropriate, should be formed to provide a broad basis for screening, interviewing and recommending the final selection. Although team recommendations are fundamental to our process, in unique and compelling situations, a written waiver from the team process may be obtained in advance from the Executive Director of Human Resources. While the selection authority or authority to recommend hiring to the Board is vested in the person who will ultimately be responsible for the orientation, supervision and evaluation of the individual selected, an important goal is the selection of an applicant who is enthusiastically supported by the selection team.

**11/30/05 (Revised)**

**Athletic Coach Selection**

**5101-P**

**Regulations:**

In determining to which individuals coaching positions should be offered, the following considerations, in addition to others deemed important by the athletic/activities director and the building administration, shall apply:

1. Individuals recommended for coaching positions must have a background of preparation for coaching, and/or substantial participation in the particular sport under consideration, and/or coaching experience.
2. In appointing coaches, the District will give consideration to individuals who are otherwise qualified to serve as coaches who are:
  - of the same gender as the team to be coached. It is considered to be an important function of a coach at the Middle School and High School level to be able to supervise team members in locker room situations. Therefore, except in unusual cases based on lack of availability of candidates or exceptional qualifications and background of particular candidates, it shall be an essential function and a bona fide occupational qualification for a coach to be of the same gender as the team to be coached.
  - from within the building where a coaching vacancy exists. It is considered to be an important function of a coach at the Middle School and High School level to be available to team members or candidates for team membership at various times during the school day other than during times of tryouts, practices, or competitions. Therefore, except in unusual cases based on lack of availability of candidates or exceptional qualifications and background of particular candidates, it is important for a coach to be otherwise assigned to work in the same building as the building for the particular team.

**1/2006 (Entire Section Revised)**



**Athletic Coach Selection -- 5101P (cont'd)**

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3. The athletic/activities director and the building administration shall consult with the head coach when feasible regarding candidates for assistant coaching positions.
4. Notwithstanding 1 through 3, above, it shall be within the discretion of the athletic/activities director in conjunction with the building administration to recommend the appointment to coaching positions of individuals deemed by the athletic/activities director and the building administration to be the best qualified for the job.

**Volunteers**

**5103-P**

The voluntary help of citizens should be requested by staff through appropriate administrative channels for conducting selected activities and/or to serve as resource persons.

1. A roster of properly documented volunteers will be maintained at each school site or district department.
2. Volunteers will be provided appropriate training at the building level. This training will be consistent with their tasks and existing district standards
3. Prior to an unsupervised volunteer participating in school activities or programs of any kind, the District shall require the volunteer to:
  - a. Complete the disclosure form required of all applicants. The disclosure form specifies all crimes committed against persons. For purposes of this policy, unsupervised means not in the presence of another employee and working with children under sixteen years of age or developmentally disabled persons.
  - b. Be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.
  - c. Volunteer coaches and others identified by the Executive Director of Human Resources will complete additional requirements, including a comprehensive background check.

**1/2006 (Entire Section Revised)**



**Job Sharing**

**5104-P**

The District reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require job-sharing employees to attend staff training, staff development activities, school activities and staff meetings;
- C. Abolish any job-sharing assignment, or change a job-sharing position to a full-time position held by one employee, at the sole discretion of the district;
- D. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members, or until such time as a replacement can be hired, at the sole discretion of the district.

Employees sharing a position shall sign a contract which shall identify contingencies which may arise during the course of employment including, but not limited to, absence or resignation of one of the job-sharing employees, computation of employee benefits, and responsibility for participation in staff meetings and committees.

**Non-Discrimination in Employment**

**5111-P**

**Regulations:**

1. Each principal and each supervisor shall establish and maintain a positive program of equal employment opportunity for all employees and all applicants for employment within his/her jurisdiction in accordance with the policy adopted by the Board.
2. Discrimination or harassment on the basis of an employee's race, religion, creed, color, sex, age, national origin, disability, marital status, or any other status or condition protected by local, state or federal law, will not be tolerated at the district.
3. Each principal and each supervisor shall be responsible for but not limited to the following specific items:
  - A. Recruit, hire, train, and recommend for promotion, persons in all job classifications without regard to race, color, creed, religion, sex, marital status, disability, or national origin.
  - B. Ensure that all employment decisions are in accord with principles of equal employment opportunity by imposing only valid and job-related requirements and standards.
  - C. Ensure that all personnel actions such as compensation benefits, transfers, layoffs, return from layoff, district-sponsored training, tuition assistance, and social and recreational programs, will be administered without regard to race, color, creed, religion, sex, marital status, disability, or national origin.



**Non-Discrimination in Employment**

**5111-P**

**Formal Grievance Procedures:**

The following grievance procedure is provided for the use of district employees:

1. The District's Equal Opportunity Officer shall promptly investigate all complaints of discrimination and/or harassment based on religion, race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or any other status or condition protected by local, state or federal law, and to promote equal employment opportunity through a positive continuing program throughout the district.
2. Upon receipt of a complaint, or as soon as practicable given the status of the investigation, the Equal Opportunity Officer or his/her designee shall meet with the complainant and, as appropriate, the complainant's supervisor, in order to attempt to resolve the complaint.
3. If the complaint is not resolved through the meeting, and if the complainant wishes to pursue the grievance further, s/he shall:
  - 3.1 Submit the complaint in written form to the principal, supervisor, or District's Equal Opportunity Officer;
  - 3.2 Sign the complaint;
  - 3.3 In the complaint, set forth specific acts, conditions or circumstances alleged to be in violation of the district's obligations in regard to equal opportunity;
  - 3.4 Submit the complaint as soon as possible if the allegations relate to existing conditions or circumstances;
  - 3.5 Submit the complaint within thirty (30) days if the allegations relate to a specific, past act, occurrence, or condition.
4. Upon completion of the investigation, the Equal Opportunity Officer shall provide the superintendent or his/her designee with a full written report summarizing the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
5. The superintendent or his/her designee shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the complaint by the school district.
6. The response by the superintendent or his/her designee shall be final and binding and shall state either:
  - 6.1 that the school district denies the allegations contained in the complaint received; or
  - 6.2 that corrective measures deemed necessary to eliminate any such act, condition or circumstance within the district have been determined, with an accompanying statement of the nature of these measures.
7. Any corrective measures deemed necessary shall be instituted as soon as possible, and in any event, within thirty (30) calendar days following the superintendent's or his/her designee's mailing of a written response to the complaining party.
8. The complaint procedure shall not prohibit the processing of grievances by an employee bargaining representative and/or member of a bargaining unit pursuant to grievance procedures established at the school district level by the local bargaining agreement.



## **Regulations & Procedures**

### **Civility in the Workplace**

**5112-P**

When differences exist among the District's employees, clear, concise and courteous communication will be used with the goal of arriving at a good will solution. The following procedures will be observed:

- A. Administrators will discuss problems of the employee's performance and verbally admonish or reprimand employees in private with only those Association representatives and other witnesses as requested or necessary to the process to be in attendance.
- B. An employee with a personal complaint or grievance(s) with an individual administrator's decision or action will request a problem-solving conference with the supervisor. The grievance procedure, established for dealing with that kind of unresolved problem, is another avenue to resolve differences. When used, it will also proceed in a private setting. In either case, only a representative and/or those persons that may have information of importance necessary to resolve the problem will be in attendance.
- C. An employee with a complaint about another employee should first try to resolve the difference between them in a private conversation. If that does not resolve the problem, any employee may request an appropriate administrator to conduct a private conference with all parties of concern. The administrator has the right to take any necessary administrative summary action to finally resolve the dispute to assure the orderly operation of the organization.

Any employee may be subject to an appropriate disciplinary action for failing to exercise reasonable, good judgment in handling interpersonal disputes and is expected to exercise respect, courtesy and concern for the dignity of other employees.

### **Harassment/Sexual Harassment Procedures**

**5113-P**

See Formal Grievance Procedures now in 5111P

### **Evaluation of Administrative Employees**

**5126-P**

A written performance evaluation will be prepared and provided to the evaluatee annually. The establishment of timelines is the responsibility of the superintendent and will be communicated through the Executive Director of Human Resources in the standard operating procedures. The evaluation report will be signed and dated by both parties. The supervisor and administrator being evaluated shall each retain one copy of the evaluation report and one copy shall be placed in the administrator's personnel file. The person being evaluated shall have the right to submit and attach a written addendum to his/her evaluation following the conference.

**1/2006 (Entire Section Revised)**



**Conflicts of Interest**

**5132-P**

Conflicts of interest may include but are not limited to:

1. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff member's relationship to the district is in any way utilized to influence the sale.
2. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage tutoring for fee from that staff member.
3. Using or providing for others a list of names and home addresses obtained from school records or school-related contracts for purposes of identifying potential client or customer contacts.
4. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a member of his/her family is under consideration for approval for district use.
5. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member.
6. Using the interschool mail to promote sales of a product in which a staff member has a financial interest.
7. Providing a staff or student directory for use in promoting sales of a product or service.
8. Purchasing or otherwise acquiring surplus district property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.

Written permission from the superintendent is necessary when:

1. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes;
2. A certificated staff member such as communication disorder specialist, psychologist or specialized music teacher, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program; or
3. School facilities and district-owned equipment and/or instructional materials are utilized in tutoring or private instruction for which a fee is charged.



**Certificated Staff Obtaining Substitute Teachers**

**5133-P**

1. Each non-supervisory certificated employee in need of a substitute shall follow district procedure for obtaining a substitute at any time, but not later than 5:30 a.m. of the day they plan to be absent. Complete instructions for securing a substitute will be issued each year to all certificated staff.
2. If the non-supervisory certificated employee is unable to follow district procedure for obtaining a substitute due to technical difficulties or other emergency, he/she must notify the substitute coordinator or the building principal/supervisor of his/her intentions.
3. When failure on the part of the non-supervisory certificated employee to communicate accurately and timely with the substitute system results in a substitute reporting for work when not needed, the cost of the substitute will be deducted from the employee's salary.

Revised 2/10

**Alcohol and Drug Free Workplace**

**5134-P**

All employees will receive information regarding the Alcohol and Drug Free Workplace Policy. New employees will obtain this information at their orientation to the District.

Within the due process and progressive discipline provisions of the applicable bargaining unit agreements, disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct.

Reporting by employees to the Executive Director for Human Resources of any conviction for violation of criminal drug statutes while in the workplace will be done within five (5) days of the conviction. Upon notification, the Executive Director for Human Resources or designee will notify the federal granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace as per federal statute (Public Law 100-690, Title V, Subtitle D, the Drug Free Workplace Act).

Within thirty (30) days after receiving notice of a criminal drug statute conviction for a violation occurring in the workplace, the Executive Director for Human Resources or designee will:

- a. Require the convicted employee to satisfactorily participate in an approved rehabilitation program; or,
- b. Take appropriate personnel action against the convicted employee, up to and including termination of employment, as specified by WAC and the due process/progressive discipline provisions of the applicable bargaining unit agreements.

Information about drug and alcohol counseling, rehabilitation and re-entry programs will be made available to employees through Human Resources.

The District will publish, post at each workplace, and provide each employee with a copy of the Drug Free Workplace Policy. Employees will be required to abide by the terms of Policy 5120 as a condition of employment.

**1/2006 (Entire Section Revised)**



**Reporting of Improper School District Actions**

**5135-P**

Emergency Situations:

In an emergency, and in situations when an employee has a legal obligation to report (e.g., when child abuse is suspected), the employee may report suspected improper governmental action directly to the appropriate governmental agency with responsibility for investigating the improper action. An “emergency” means a circumstance that, if not immediately changed, may cause damage to persons or property.

Non-Emergency Situations:

1. Reports to District Officials. Employees who become aware of actions they believe indicate improper governmental actions, should first discuss the issue with their supervisor. If the employee reasonably believes the improper governmental action involves the employee’s supervisor, the employee should discuss the issue with the Executive Director of Human Resources. Reports of improper governmental actions may be made orally, and resolved on an informal basis. In non-emergency cases, before the employee may notify an outside person or entity of an improper governmental action, the employee must first submit a written report to the Executive Director of Human Resources. The report must detail the employee’s basis for his or her belief that an improper governmental action has occurred.
2. Reports to Outside Agencies. An employee may report instances of suspected improper governmental action to a person or agency outside the school district if he or she first submits a written report within the school district as provided in paragraph 1 above, and reasonably believes that: (1) the District did not perform an adequate investigation; (2) the District took insufficient action; or (3) an improper governmental action is likely to recur. In these situations the employee may report information about the suspected improper governmental action directly to an appropriate governmental agency. Agencies to which an employee might consider reporting include:

State Auditor’s Office  
Legislative Building  
P.O. Box 40031  
Olympia, WA 98504-0031  
Toll Free (866) 902-3900

Attorney General’s Office  
Office Box 40108  
Olympia, WA 98504-0108  
(360) 586-9667

Other state, federal or local agencies may be appropriate for reporting depending on the particular circumstances.

3. Failure to Follow Specified Procedures. An employee who fails to make a good faith attempt to follow the procedures described in the preceding paragraphs to report improper governmental conduct will not be eligible for the protections provided in this policy or in Washington’s Local Government Whistleblower Protection Act.
4. Investigation. The District will promptly investigate all reports of improper governmental action received pursuant to these procedures. Persons involved in the investigation shall keep the identity of the reporting employee confidential to the extent possible under law.



**Reporting of Improper School District Actions – 5135P (cont'd)**

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5. Improper Governmental Action Defined. As used in this policy and procedures, improper governmental action means any action by a district officer or employee:
- a. that is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's job; and
  - b. that (1) is in violation of any federal, state or local law or rule, (2) is an abuse of authority; (3) is of substantial and specific danger to the public health or safety, or (4) is a gross waste of public funds.
  - c. Improper Governmental Action does not include most personnel actions.

Legal References: Ch. 44, Laws of 1992

**1/2006 (Entire Section Revised)**

**Leave Sharing**

**5406-P**

- A. A district employee is eligible to receive donated leave if:
1. The employee suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition or who has been called to service in the uniform services which has caused, or is likely to cause, the employee to:
    - a) Go on leave-without-pay status; or
    - b) Terminate his/her employment;
  2. The employee's absence and the use of shared leave are justified by medical documentation from a licensed physician or other authorized health care provider;
  3. The employee has depleted, or will shortly deplete, his/her annual leave, personal leave and sick leave reserves;
  4. The employee has abided by district rules regarding sick leave use; and
  5. When applicable, the employee has diligently pursued and been found to be ineligible to receive industrial insurance benefits; and
  6. The employee's job is one in which annual leave or sick leave can be accrued and used.

An employee shall not receive more leave than the number of contract or workdays remaining in the work year for his/her position. In the event that the condition requiring the employee's absence continues beyond the current school or work year, the employee shall not receive a total of more than 261 days of leave during his/her total employment.



**Leaving Sharing, continued**

**5406-P**

B. District employees may donate leave as follows:

1. An employee who accrues annual leave and who has an annual leave balance of more than ten (10) days may request the Human Resources department transfer a specified number of days to another employee authorized to receive shared leave, or to the district's annual leave pool. An employee may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
2. An employee who accrues sick leave may request the Human Resources department transfer sick leave to an employee authorized to receive shared leave, or to the district's shared leave pool. A donating employee must retain a minimum of twenty-two (22) days of sick leave after the transfer.
3. An employee who receives personal leave may request the Human Resources department transfer one (1) day of personal leave to another employee authorized to receive shared leave, or to the district's shared leave pool.
4. Leave shall be calculated on a day-donated and day-received basis. The leave recipient shall be paid his or her regular rate of pay. The leave received shall be coded as shared leave and maintained separately from other leave balances.
5. Any leave donated by an employee, which remains unused, shall be returned to the donor upon the recipient's return to work, resignation, retirement or death. To the extent administratively feasible, leave transferred by more than one employee shall be returned on pro-rata basis.

C. All leave sharing must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating leave or required to repay the value of the leave used.

**Adopted 1/2009**