

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
POLICIES AND REGULATIONS OF THE BOARD OF EDUCATION

PERSONNEL

SERIES 4000

	Code	Policy AR
<hr style="border-top: 1px dashed black;"/>		
0. Concepts and Roles.....	4000.....	X
A. Goals and Objectives	4010	
B. Drug and Alcohol-Free Workplace.....	4020.....	X.. Exhibit
C. Nondiscrimination in Employment.....	4030.....	X
1. Complaints Concerning Discrimination in Employment.....	4031.....	X
2. Reasonable Accommodation	4032.....	X X
D. Employee Use of Technology.....	4040.....	X X
 1. Certificated Personnel	 4100	
A. Permanent and Probationary	4100	
1. Recruitment and Selection	4111.....	X X...Exhibit
a. Affirmative Action.....	4111.1.....	X X
b. Legal Status Requirement.....	4111.2.....	X X
2. Appointment and Conditions of Employment	4112.....	X
a. Contracts	4112.1.....	X
b. Certification	4112.2.....	X X
(1) District Interns	4112.21	
(2) Staff For Students of Limited- English Proficiency Programs	4112.22.....	X
(3) Special Education Staff.....	4112.23.....	X
(4) Teacher Qualifications Under the No Child Left Behind Act.....	4112.24.....	X X
c. Oath or Affirmation	4112.3.....	X...Exhibit
d. Health Examinations.....	4112.4.....	X
e. Criminal Record Check.....	4112.5.....	X
f. Personnel Files.....	4112.6.....	X X
g. Maintenance of Criminal Offender Records.....	4112.62.....	X...Exhibit
h. Employment of Relatives.....	4112.8.....	X
i. Employee Notification	4112.9.....	X
3. Assignment	4113.....	X X
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b. Promotion/Notification of Available		

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	2. Criteria for Recommendations to Permanent Status.....	4116.2.....		X
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	(1) Pre-retirement Part-time Employment.....	4117.11		
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	(2) Dress and Grooming	4119.22		
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	(4) Academic Freedom	4119.24		
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	(2) Exposure Control Plan for Bloodborne Pathogens	4119.42.....	X	X
	(3) Universal Precautions	4119.43.....	X	X
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4.	Health and Welfare Benefits.....	4154.....	X	
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a.	Work-Related Injuries.....	4157.1.....	X	X
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(1)	Industrial Accident/Illness	4161.11.....	X	X
b.	Personal Leaves	4161.2.....	X	X

	Teacher Leave for Personal Reasons	4161.2.1.....	X
c.	Professional Leave	4161.3.....	X X
d.	Association.....	4161.4	
e.	Military	4161.5.....	X X
f.	Maternity.....	4161.6.....	X
g.	Political	4161.7	
h.	Family Care and Medical Leave	4161.8.....	X X
i.	Catastrophic Leave Program.....	4161.9.....	X X
2.	Vacation for Extended Year Certificated Employees.....	4162.....	X X
2.	Classified Personnel	4200.....	X
A.	Permanent/Probationary.....	4210	
1.	Recruitment and Selection	4211.....	X
a.	Affirmative Action.....	see 4111.1.....	X X
b.	Legal Status Requirement.....	see 4111.2.....	X X
2.	Appointment and Conditions of Employment	4212.....	X X
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b.	Personnel Records.....	see 4112.6.....	X
c.	Contracts	4212.1	
d.	Certification or Licensing	4212.2	
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g.	Maintenance of Criminal Offender Records	see 4112.62.....	X
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b.	Promotion/Demotion/Reclassification.....	4213.2	
c.	Work Year.....	4213.3	
4.	Transfer/Reassignment	4214	
5.	Evaluation/Supervision.....	4215.....	X
6.	Probationary/Permanent Status.....	4216.....	X
a.	Seniority	4216.1	
7.	Separation	4217	
a.	Retirement.....	4217.1	
b.	Resignation	see 4117.2.....	X
c.	Layoff/Rehire.....	4217.3.....	X
d.	Termination Agreements	4217.5	
8.	Dismissal/Suspension/Disciplinary Action.....	4218.....	X
9.	Rights, Responsibilities and Duties	4219	
a.	Civil and Legal Rights	see 4119.1.....	X
	(1) Sexual Harassment.....	see 4119.11.....	X X
b.	Employment Responsibilities	4219.2.....	X X
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	(2) Conduct and Dress	4219.22	

	(3)	Unauthorized Release of Confidential/Privileged Information...	4219.23	
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	c.	Duties of Personnel.....	4219.3	
	d.	Infectious Disease.....	4219.4	
	(1)	Employees with Infectious Disease.....	see 4119.41.....	X
B.		Temporary or Part-Time Personnel	4220	
	1.	Substitutes.....	4221.....	X
	2.	Teacher Aides/Paraprofessionals.....	4222.....	X..... X
	3.	Temporary Athletic Team Coaches	see 4127.....	X..... X
	4.	Athletic Coaching Positions.....	see 4127.1.....	X..... X
C.		Activities.....	4230	
	1.	Staff Development	4231.....	X
	2.	Publication or Creation of Materials.....	4232	
	3.	Meetings.....	4234	
D.		Organizations/Units	4240	
	1.	Agreement.....	see 4141	
	a.	Recognition.....	4241.1	
	b.	Personnel Covered	4241.2	
	c.	Governing Board/District Rights	see 4141.3.....	X
	c.	Association Rights	4241.4	
	d.	Concerted Activities/Work Stoppage	see 4141.6.....	X
	2.	Communications/Contacts	4242	
	3.	Negotiations/Consultation	4243.....	X
	a.	Public Notice/Personnel Negotiations	see 4143.1.....	X..... X
	4.	Complaints	see 4144.....	X..... X
E.		Compensation and Related Benefits	4250	
	1.	Salary Schedule Provisions.....	4251.....	X
	2.	Per Diem Allowance-Jury Duty.....	4251.1.....	X
	3.	Salary Checks and Deductions	see 4152.....	X
	4.	Overtime Pay/Compensatory Time Off	4253.....	X..... X
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	6.	Retirement Compensation.....	4255	
	7.	Employment Amenities	4356	
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	8.	Employee Safety	see 4157.....	X..... X
	9.	Employee Security	see 4158.....	X
	10.	Employee Assistance Programs	4259	
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	1.	Leaves	see 4161.....	X..... X

a.	Personal Illness and Injury Leave.....	4261.1.....	X	X
(1)	Industrial Accident/Illness	4261.11.....	X	X
b.	Personal	see 4161.2.....	X	X
c.	Occupational Purposes.....	4261.3			
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e.	Maternity/Adoptive/Child Care	4261.6			
f.	Political	4261.7			
g.	Family Care and Medical Leave.....	see 4161.8.....	X	X
h.	Catastrophic Leave Program.....	see 4161.9.....	X	X
2.	Vacations/Holidays	4262.....	X		
3.	Management, Supervisory and Confidential Personnel.....	4300.....	X		
A.	<i>Administrative Staff Organization</i>	<i>4301.....</i>	<i>X</i>		
B.	Permanent/Probationary.....	4310			
1.	Recruitment and Selection	4311.....	X		
a.	Affirmative Action.....	see 4111.1.....	X	X
b.	Legal Status Requirement.....	see 4111.2.....	X	X
c.	Selection of Interim Management Personnel..	4311.3.....	X		
2.	Appointment and Conditions of Employment	4312			
a.	Health Examinations.....	see 4112.4.....	X		
b.	Personnel Records.....	see 4112.6.....	X		
c.	Contracts	4312.1			
d.	Certification	4312.2			
3.	Assignment/Classification	4313			
a.	Promotion/Demotion/Reclassification.....	4313.2.....	X	X
b.	Work Year.....	4313.3			
4.	Transfer/Reassignment	4314.....	X	X
5.	Evaluation/Supervision.....	4315.....	X		
a.	Administrator Competence in Evaluation.....	4315.1.....	X	X
6.	Probationary/Permanent Status.....	4316.....	X		
7.	Separation	4317			
a.	Personnel Reduction	4317.3.....	X		
8.	Suspension/Disciplinary Action	4318			
9.	Rights, Responsibilities and Duties	4319			
a.	Civil and Legal Rights	see 4119.1.....	X		
(1)	Sexual Harassment.....	see 4119.11.....	X	X
b.	Professional Responsibilities	see 4119.2			
(1)	Political Activities of Employees see	4119.25 ...	X	X
c.	Duties of Personnel.....	4319.3.....	X		
c.	Infectious Disease	see 4119.4			
(1)	Employees With Infectious				
Disease	see 4119.41.....	X			
C.	Temporary and Part-Time Personnel.....	4320			
1.	Temporary Athletic Team Coaches	see 4127.....	X	X
2.	Athletic Coaching Positions.....	see 4127.1.....	X	X

D.	Activities	4330	
1.	Staff Development	4331	
a.	Administrator Training and Evaluation	4331.1	
b.	Contributions to fields of Knowledge.....	4331.2	
c.	Inservice Training/Visitations; Conferences ..	4331.3	
d.	Independent Study	4331.4	
e.	Professional Development Program	4331.6	
E.	Professional Organizations	4340	
F.	Governing Board/District Rights	see 4141.3.....	X
G.	Complaints	see 4144.....	X X
H.	Compensation and Related Benefits	4350.....	X
1.	Salary Checks and Deductions	see 4152.....	X
2.	Health and Welfare Benefits	4354.....	X
3.	Employment Amenities	4356	
a.	Recognition by and Awards from the Governing Board.....	see 4156.2.....	X
4.	Employee Safety	see 4157.....	X X
5.	Employee Security	see 4158.....	X
I.	Leaves and Vacations	4360	
1.	Leaves	4361.....	X
a.	Industrial Accident/Illness Leave	see 4161.11.....	X X
b.	Personal.....	see 4161.2.....	X X
c.	Military	see 4161.5.....	X X
d.	Family Care and Medical Leave.....	see 4161.8.....	X X
e.	Catastrophic Leave Program.....	see 4161.9.....	X X
2.	Vacations/Holidays.....	4362	