

INTERNAL MONITORING REPORT
Submitted May 10, 2012
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POLICY #2.2 Treatment of Staff

Policy Language:

The CEO shall not allow working conditions that do not comply with state and federal law.

Further, without limiting the scope of the foregoing by the enumeration, the CEO shall not:

- 1. Operate without written personnel rules.**

Reasonable Interpretation and Justification:

All staff (certificated and classified) should have a copy of or easy access to the appropriate collective bargaining agreement, employee handbook, and/or job description. These documents should provide clear information regarding working hours and conditions, job responsibilities, absence and/or leave procedures, discipline policies, and employee rights.

Procedures to effectively handle grievances should be included in the bargaining agreements and employee handbooks. These procedures should include a description of grievable circumstances, the method and stages of initiating a grievance, options for unit representation, timelines and deadlines, and privacy rights of the parties involved. Effective handling of a grievance involves completion of the process in a timely, courteous, and respectful manner. Effectiveness does not mean grievances will always be resolved in favor of the employee initiating the grievance.

All staff must be protected against wrongful conditions. These include, but are not limited to, sexual harassment, unsubstantiated poor performance appraisal, and preferential treatment based upon nepotism or personal reasons.

Data Directly Addressing the Interpretation:

Negotiated agreements, employee handbook, job descriptions, and salary schedules for both certificated and classified staff are available on the HCS website. In addition, Human Resources staff provides any requested information on an individual basis as needed.

Both bargaining units have adopted specific grievance procedures. These procedures are clearly outlined in the CSEA Employment Agreement Article V and HCEA Article XVI. A review of these procedures substantiates these policies delineate the definitions, time limits, steps, and appeal process. Grievance forms are posted on the HCS website.

HCS has an adopted Sexual Harassment Policy and corresponding Report Form. All staff is required to participate every other year in training addressing sexual harassment and reporting forms are available on the school website.

Supervisory staff participates in training on effective evaluations and clear communication techniques for improving job performance. All evaluations are reviewed by the Director of Human Resources and all staff has the opportunity to provide a written response to their evaluation.

There is an open-door policy for staff. Employees may go to their immediate supervisor, the Director of Human Resources, and/or the Chief Executive Officer at any time.

All hires, promotions, and transfers are reviewed and handled by the Human Resources Department to protect against the possibility of preferential treatment.

- 2. Prohibit staff from expressing nondisruptive disagreement with management decisions.**

Reasonable Interpretation and Justification:

Expression of dissent is any statement or action by an employee that indicates disagreement with management decisions. Nondisruptive statements or actions include those in which there is no refusal to perform job duties and no encouragement of others not to perform job duties. Nondisruptive expressions of dissent are made in a courteous and private manner and follow the appropriate and adopted chain of command and communication channels. They are not made publicly until all other avenues of resolution are exhausted. Employees who disagree with management shall not experience retaliation from any member of management for nondisruptive expressions of dissent.

Data Directly Addressing the Interpretation:

Staff is included in the decision-making process. HCEA, CSEA, and Management representatives are included on the Budget Advisory Committee, Employee Benefits Committee, WASC Leadership Team, two Task Forces, and interview panels. In addition, both bargaining units have standing report items on each Governing Board agenda.

- 3. Fail to communicate to staff the protections under this policy.**

Reasonable Interpretation and Justification:

This portion of the policy provides for acquainting staff with their protections under Policy 2.2. This is particularly important in the areas of discipline and grievance procedures.

Data Directly Addressing the Interpretation:

Discussion of this report in an open meeting of the Governing Board is one way of providing staff with these policy provisions. In addition, the Board Policy Manual, employee agreements, and grievance procedures are posted on the HCS website.

- 4. Fail to prepare and train staff to deal with emergency situations, including unsafe working conditions**

Reasonable Interpretation and Justification:

Staff safety is of primary importance. Unsafe conditions include, but are not limited to, failure to enforce workplace safety laws, failure to enforce student behavioral expectations, and failure to update emergency procedures as required.

Data Directly Addressing the Interpretation:

The HCS Safety Coordinator conducts trainings at site-based programs to instruct staff on appropriate safety and emergency procedures. Student behavior expectations are clearly outlined in the 2011-2012 Parent-Student Handbook and specific program handbooks.

