

Policy Type: Operational Expectations**Treatment of Employees and Personnel Administration**

The Superintendent shall maintain an organizational culture that respects and values the district's employees, with appropriate processes for employee recruitment, development, and retention to achieve the district's Results Policies.

The Superintendent will:

1. Manage information in such ways that confidential information is protected.
2. Maintain processes for the effective handling of concerns and complaints.
3. Maintain an organizational culture that:
 - a. values individual differences of opinion;
 - b. reasonably includes people in decisions that affect them;
 - c. provides open and honest communication in all written and interpersonal interaction;
 - d. focuses on common achievement of the Board's Results policies;
 - e. maintains an open, responsive and welcoming environment.
4. Conduct extensive background inquiries and reference checks prior to hiring all employees.
5. Conduct reasonable background inquiries and reference checks prior to utilizing the services of any volunteers who have unsupervised contact with students.
6. Select the most highly qualified and best-suited candidates for all positions.
7. Follow all state and federal employment laws, the Professional Agreement, Classified Handbook, and other board and administrative policies related to personnel.
8. Maintain adequate job descriptions for all staff positions.
9. Develop competitive compensation and benefit plans

10. Assure that the evaluation of all instructional and administrative personnel is on-going, both formal and informal, and designed to:
 - a. Improve and support instruction;
 - b. Measure and document both excellent performance and unsatisfactory performance;
 - c. Link teacher and administrator performance with multiple measures of student performance;
 - d. Promote continuous improvement and professional development.

11. Ensure that all employees are trained to perform the responsibilities assigned to them.

Adopted: March 3, 2009

Amended: December 13, 2010

Amended: November 14, 2011

Amended: July 11, 2016

Monitoring Method: Internal report

Monitoring Frequency: Annually per work plan

Hutchinson, KS USD 308 Board of Education

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