



Operational Expectations Monitoring Document
OE-4 Personal Administration

Certification of the Executive Director: I certify this report to be accurate

Signed, *[Signature]* Date: 7/1/24

- In Compliance
- Compliance with Noted Exceptions
- Not in Compliance

Interpretation/Summary statement of the ED:

The CEO willfully engages a robust employee hiring process with a clear focus on improvement and retention of staff. The hiring and retention plan will include Federal and State background checks for new employees, selection of the best quality of candidates for all positions, temporary and permanent, exhaustive rules and procedures for staff to understand expectations; a set of guidelines for handling complaints; clear job descriptions that speak to the mission and values of the organization; a protection of confidential information; a total compensation package which recruits the highest quality candidates; an evaluation protocol which measures effectiveness of employees against the Board's policies.

Disposition of the Board: Date: _____

- In Compliance
- Compliance with Noted Exceptions
- Not in Compliance

Summary statement/direction of the Board:

OE-4 Personnel Administration

The Executive Director shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the organization to achieve its Results policies. The Executive Director will:

	CEO In Compliance	CEO Not in compliance	Board In Compliance	Board Not in compliance
1. Conduct extensive background inquiries and checks prior to hiring any paid personnel. This includes temporary, contractual and permanent positions., as well as volunteers who have unsupervised contact with students.	x			
2. Recruit and select the most highly qualified and best-suited candidates for all positions. This includes temporary, contractual and permanent positions.	x			
3. Administer clear personnel rules and procedures for employees.	x			

4. Effectively handle complaints and concerns.	X			
5. Maintain adequate job descriptions for all staff positions.	X			
6. Protect confidential information.	X			
7. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type, and within available resources.	X			
8. Consistent with the Executive Director's own evaluation, evaluate all employee performance according to their contribution toward achieving the board's Results policies and their compliance with the board's Operational Expectations policies.	X			
9. Assure that the evaluation of all programmatic and administrative personnel is designed to: a. Improve and support program effectiveness/efficiency; b. Measure and document both excellent performance and unsatisfactory performance; c. Link programmatic and administrator performance with multiple measures of project performance and operational efficiencies toward achieving Results policies.	X			
10. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.	X			
11. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.	X			