



## **Superintendent Policy**

**SP 4000**

**Personnel**

**July 6, 2021**

### **CONCEPTS AND ROLES**

The Santa Cruz County Superintendent of Schools (County Superintendent) recognizes that the success of Santa Cruz County Office of Education (Santa Cruz COE) students and programs hinges on effective personnel. The County Superintendent desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The Santa Cruz COE's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

As the legal representative of the Santa Cruz COE in negotiations with employee representatives, the County Superintendent shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The County Superintendent shall hear employee complaints and appeals when such hearings are in accordance with Superintendent Policy or negotiated agreements. The County Superintendent shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The County Superintendent has primary responsibility for overseeing the Santa Cruz COE's personnel system. To support this effort, the County Superintendent shall approve a framework for sound hiring practices.

The County Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems. The County Superintendent or designee also shall take disciplinary action against employees when warranted pursuant to Santa Cruz COE policy, administrative regulations and/or state or federal law.

The County Superintendent recognizes that every employee has a stake in the Santa Cruz COE's successful operation. The County Superintendent encourages all Santa Cruz COE employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The County Superintendent or designee shall establish procedures whereby he/she will receive and consider employee suggestions.

### **LEGAL REFERENCE:**



**SANTA CRUZ**  
COUNTY OFFICE OF  
**EDUCATION**  
DR. FARIS SABBAH • SUPERINTENDENT OF SCHOOLS

**EDUCATION CODE**

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Powers of governing board

**GOVERNMENT CODE**

3540-3549.3 Public education employer-employee relations