

Central California Conference

Board of Education Policies & Education Guidelines

IN-HOUSE HIRING POLICY [93-17, 95-47]

All open teaching positions in the Conference will be presented to regular status employees for the interview process first, before opening the positions to prospective employees.

STATUS OF TEACHERS NEWLY EMPLOYED IN THE CONFERENCE [87-19] (Revised 2/92)

All teachers when employed in the Central California Conference will be given a provisional status and will remain on that status for a minimum of four (4) years. If they are transferring into the Central California Conference from another Conference within the Pacific Union, the minimum can be reduced to one (1) or two (2) years at the discretion of the Office of Education.

EMPLOYMENT OF NON-SDA MEMBERS IN THE K-12 EDUCATION SYSTEM [90-12]

Whereas it is the recommendation of the General Conference and its legal counsel that there be no non-SDA employees in the K-12 educational system, and

Whereas this recommendation is made to help protect our privilege to discriminate by hiring only Seventh-day Adventist school employees, and

Whereas it is the interpretation of legal counsel that under many conditions an individual may be legally classified as an employee even though they may be paid on a "contract" basis or the individual may collect their own fees directly from parents, and

Whereas there is a need for consistency in the application of the philosophy that our K-12 educational system will be staffed by only Seventh-day Adventist employees, it is requested that

VOTED all Central California Conference schools employ only church members as employees which includes salaried, hour-time and contract staff members. This also includes individuals who are paid directly by parents but are provided school facilities in which to perform their services.

CENTRAL CALIFORNIA CONFERENCE OFFICE OF EDUCATION GUIDELINES FOR THE SCHOOL PERSONNEL COMMITTEE/BOARD

EMPLOYER:

The Conference Board of Education derives its authority from the Conference Executive Committee, and is the employing organization referred to hereinafter as the employer. The Conference Board of

Education has an inherent legal obligation in the employment, changes in employment status, termination or dismissal of education personnel K-12. *(PUEC E10-108, Certificated, E18-108 Classified)*

To ensure the effective and orderly operation of the schools within the conference, the Conference Board of Education consults with the local school board and delegates selected functions to them. However, the Conference Board of Education may take action on its own initiative or may take action that supersedes a recommendation from the local school board. *(PUEC E10-108, Certificated, #18-108 Classified)*

Inasmuch as the Conference Executive Committee remains legally bound by the actions of school boards, it is incumbent that there be close cooperation between the school boards and the Conference Board of Education in the operation of schools in the application of employment policies for school personnel. *(PUEC, E10-108, Classified)*

Classified personnel are recommended for employment, assignment, transfer, or termination to the personnel committee of the school board by the principal in counsel with the Vice President for Education or Associate Superintendent of Schools and the school board chairperson. *(PUEC #18-108, Classified)*

The employment, assignment, suspension or termination of classified staff shall be by the action of the school board using the procedures stated by the specific employment status. Discipline, counseling and supervision of personnel is the responsibility of the principal, Vice President for Education or Associate Superintendent of Schools. *(PUEC E18-108, Classified)*

REVIEW OF HIRING

The Central California Conference Vice President for Education or Associate Superintendent of Schools shall serve as chairperson of the local school personnel committee/board. The consideration of the employment status of K-12 personnel shall be done at a formal meeting of the personnel committee/board. Any decisions reached regarding K-12 personnel without the Vice President for Education or Associate Superintendent of Schools, or approval to meet without his/her presence, will not be recognized as an official recommendation to the Conference Board of Education; and, in that case, the Office of Education shall assume no responsibility for financing or subsidizing the personnel.

1. **Certificated personnel who are on Regular Status** – continuous employment by the Conference Board of Education will not be reviewed by the personnel committee/school board unless the status change of the employee is recommended by the school board to the Conference Board of Education. The Board of Education is authorized to make the status change when it is in the best interest of the employee, the students, and/or the school program. *(PUEC E10-108 to #10-196)*
 - Definition of Regular Status Employment *(PUEC E11-108)*
 - Term Status Employment *(PUEC E11-108)*
 - Transfer *(PUEC E11-128)*
 - Resignation *(PUEC E11-132)*
 - Termination *(PUEC E11-140)*
 - Dismissal *(PUEC E11-144)*

- Retirement (*PUEC E11-148*)
 - Probation Restriction (*PUEC E11-152*)
 - Administrative Leave (*PUEC E11-136*)
 - Lapse in Certificate (*PUEC E11-154*)
 - Leaves (*PUEC E11-156*)
 - Hearing and Appeal Processes for Certificated Personnel (*PUEC E17-104*)
2. **Administrators who are on Term Status Employment** will not be reviewed by the personnel committee/school board unless the status change of the administrator is recommended by the local board to the Conference Board of Education. The Board of Education is authorized to make the status change when it is in the best interest of the administrator, the students and/or the school as follows:
- Definition of Term Status Employment (*PUEC E16-104, E16-108*)
 - Term Status Employment (*PUEC E16-112*)
 - Reassignment (*PUEC E16-128*)
 - Resignation (*PUEC E16-132*)
 - Evaluation (*PUEC E16-120*)
 - Dismissal (*PUEC E16-140*)
 - Non-renewal of Term (*PUEC E16-144*)
 - Retirement (*PUEC E16-148*)
 - Relationship of Regular Status to Term (*PUEC E16-116*)
 - Administrative Leave (*PUEC E16-136*)
 - Leaves (*PUEC E16-152*)
 - Hearing and Appeal Processes for Certificated Personnel (*PUEC E17-104*)
3. **The review by the personnel committee/school board of Non-Regular/Provisional Status, End of Term Status, and Classified personnel** is to provide the best possible performance of each person working within the school setting. This will mean identifying the strengths and areas of growth according to established performance criteria.
4. **The employment status of an employee on Non-Regular Status, Provisional Employment** may be changed when in the best interest of the employee, the students and/or the school as follows:
- Definition of **Non-Regular Status Part-Time** (*PUEC E14-108*)
 - Resignation (*PUEC E14-124*)
 - Administrative Leave (*PUEC E14-121*)
 - Termination/Non-renewal of Contract (*PUEC E14-132*)
 - Retirement (*PUEC E14-136*)
 - Non-Regular Status, Post-Retirement Part-Time Employment (*PUEC E15-104 to 140*)
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- Definition of **Non-Regular Status, Provisional Employment** (*PUEC E12-108*)
 - Status Change (*PUEC E12-116*)
 - Regular Status (*PUEC E12-124*)
 - Transfer (*PUEC E12-124*)
 - Resignation (*PUEC E12-128*)

- Administrative Leave (*PUEC E12-132*)
 - Non-renewal of Contract (*PUEC E12-136*)
 - Termination (*PUEC E12-140*)
 - Dismissal (*PUEC E12-144*)
 - Retirement (*PUEC E12-148*)
5. The following categories represent information and changes in status for which a **Salaried Classified Employee** is eligible:
- General Provisions (*PUEC E18-104-152*)
 - Definition of Salaried Classified (*PUEC E19-108*)
 - Resignation (*PUEC E19-132*)
 - Termination (*PUEC E19-140*)
 - Retirement (*PUEC E19-144*)
 - Post-retirement Employment (*PUEC E19-148*)
 - Hearing and Appeal Processes for Salaried Classified Personnel (*PUEC E20-104*)
6. The following categories represent information and changes in status possible for **Non-Exempt Hour-Time Classified Employee**:
- General Provisions (*PUEC E18-104 to E18-148*)
 - Definition of Hour-Time Classified (*PUEC E21-108*) (*Sections A22-108 and A22-112*)
 - Resignation (*PUEC E21-132*)
 - Termination (*PUEC E21-140*)
 - Retirement (*PUEC E21-144*)
 - Post-retirement employment (*PUEC E21-148*)
7. Review of School Personnel Employment
- A. Board members are expected and encouraged to share concerns regarding employees when the personnel committee is in session. These concerns must be shared with the school principal first. If the information involves the board member personally, the board member shall talk directly to the employee first, or with the employee and the school principal. If there are concerns about the school principal, the school board chairperson shall be contacted first. If the information involves the board member personally, the board member shall talk directly with the school principal first or with the school board chairperson and the Vice President for Education and/or Associate Superintendent of Schools.
- B. The personnel committee/school board shall not recommend an employment decision which adversely affects a regular status, term status, or salaried employee and is based on concerns about the employee without the employee having an opportunity to meet with the committee/board, hear the concerns and give a response to the concerns, (*PUEC E17-104 Regular Status, E17-104 Term Status, E20-104 Classified Salary*)
- C. Meetings of the personnel committee/school board which deal with negative information and may result in discipline of an employee shall never be conducted in the absence of the Vice President for Education and/or Associate Superintendent of Schools.

- D. The school principal shall have the completed written employee evaluations available for review at the personnel committee meeting. These written evaluations are to be presented in summary and not distributed to personnel committee/school board members.
- E. The school principal should, in consultation with the Vice President for Education or Associate Superintendent of Schools, be prepared to bring recommendations for the employment of school personnel.
- F. Employment decisions of the personnel committee or local school board are recommendations to the Conference Board of Education.

8. HIRING NEW PERSONNEL:

The hiring of new or additional personnel will not be considered until currently employed personnel with tenure, certification, and written intent to transfer, have been given opportunity for employment within the conference.

New personnel applying for a K-12 position are to contact the Office of Education. This can be done by sending a resume or requesting and returning a completed employment application. The school principal is to contact the Office of Education for available candidates for possible openings. The school principal is to encourage all candidates seeking employment with the Conference to apply through the Office of Education.

A personnel committee/school board designated for the purpose of replacing personnel is to consult with the Vice President for Education or Associate Superintendent of Schools regarding the time and place of committee meeting and the availability of personnel to be interviewed for the potential opening.

The interview process and possible employment of new personnel is to be chaired by the Vice President for Education or designee.

The hiring decisions made during a personnel committee/school board meeting are recommendations to the Conference Board of Education.

9. STATUS CHANGES:

A. CERTIFICATED

Term Full time administrators who are employed for a specified term not to exceed three years. The administrator on term is to be evaluated once a term by the Vice President for Education. Other school administrators are evaluated by the principal.

Regular A status indicating the intent of continuous employment in the schools within a conference, granted to an employee on Non-Regular Status/Provisional Employment. A minimum of four years of full-time denominational employment in a position that requires a certificate. A valid denominational Standard of Professional Certificate. Employees on Regular Status are to be evaluated once a year by the school principal.

Non-Regular Employees on this status are employed either as Provisional, Part-time or Post Retirement. Competency evidenced by professional evaluation is a condition of

continued employment. An employee on Non-Regular Status shall receive a minimum of one written evaluation per year based on supervisory visits by the principal or Vice President for Education or designee.

B. NON-CERTIFICATED

Classified A salaried classified employee is employed and meets the overtime exemption criteria of the Fair Labor Standards Act and the state requirements and is employed in a management or supervisory position as industrial manager or service department head. A job description must be adopted for this position and approved by the Vice President for Education to make a determination that the position qualifies for salaried compensation. The Vice President for Education is to give approval in writing to grant status to salaried classified. Employment agreements for salaried classified employees are provided by the Office of Education.

An hour time classified employee is an “at-will” employee in a position that does not require a certificate and is paid an hourly rate. This employee may be hired on full-time or part-time basis. “At will” means that either the employer or employee can terminate the employment without requirement of cause or advance notice. Employment agreements for hour-time classified employees are provided by the Office of Education.

The employment assignment and status for all K-12 certificated and classified personnel is to be approved by the Conference Board of Education.

Revised 2-14-13 by Ken Bullington