

Policy Audit: Human Resource Committee related policies

[Board Of Education > Policy Audit](#)

	Ends Policies	Current Policy #	Proposed Policy #	Means Policies	Monitoring	Policy Audit Permitted Interaction Group (PIG) Recommendations	HR Committee Recommendations
2	Staff Success	5005	E-200				Hold for further committee review (H)
		1110-4		Collective Bargaining		DELETE	Recommend for Board approval (R)
		5500		Personnel Relations and employee Benefits		DELETE	R
?	High Performing Employees		E-201				H
		5511	201.1	Employee Code of Ethics			H
		1200-1.42	201.2	Accountability of Employees			H – to add back in rationale
		1200-1.41	201.3	Employee, Contractor, & Volunteer Ethics and Conflict of Interest			H- review applicability to charter schools
		5400	201.4	Leaves of Absence			R
2B/2C	Highly Effective School Administration (Strong, Visible School Leadership)		E-202				H
		1700-1	202.1	School Leadership			R
		1710-1	202.2	School Year for Principals			R
		1710-2	202.3	School Year for Vice Principals			R
		2055	202.4	Principal Performance Evaluation			H – revise to eliminate reference to pilot program since period is complete
2B	Highly Effective Teaching		E-203				H
		1900-1	203.1	Duties and Responsibilities of Teachers		School code/dept regulations are outdated. Refer to Dept for update	R
		2235	203.2	Developmentally-Appropriate Teaching Strategies			H
		2290	203.3	Classroom Management			H – requires further clarification
		2055	203.4	Teacher Performance Evaluation			H
		1900-10	203.5	Substitute Teachers			R
		1800-1		Duties and Responsibilities of Grade Level and Curriculum Department Chair		DELETE	R

		5101		Hawaiian Language Fluency		DELETE (see policies 2104 and 2105)	R
2A	Hiring, Training and Retention of Employees		E-204				H
		5100	204.1	Teacher Recruitment, Retention, and Employment			R
		(new)	204.2	Educational Officer Appointment and Probation			R
		5600	204.3	Personnel Development			R
		5300	204.4	Employee Certification			H – merge with 204.11
		5200	204.5	Compensation and Classification			R
		6610	204.6	Department of Education Housing			R
		1100-6	204.7	Department of Education New Employee Orientation Program			R
		1100-7	204.8	Department of Education Employee Dress Code			H
		1110-5	204.9	Strike Situation			R
		5512	204.10	Personnel Relations			R
		(new)	204.11	Student Teachers from Out-of-State Universities		This language was a part of policy 5300. The PIG has separated the language to allow consideration of whether it should remain as a separate policy, be deleted, or be incorporated into another policy.	H – merge with 204.4
		6200		Payroll		DELETE	R

DELETE

1110-4

**COLLECTIVE BARGAINING
POLICY**

The department shall provide for and implement collective bargaining for its employees in accordance with law.

Approved: 8/70

See: Act 171, SLH 1970

DELETE

5500

PERSONNEL RELATIONS AND EMPLOYEE BENEFITS POLICY

The Department shall establish and maintain a continuous program designed to ensure optimal employee-employer relations and morale in order to provide the most desirable environment for the development and education of all students. The program shall be structured to encompass, but not be limited to, the establishing and maintaining of a communication and informational system to alleviate employee dissatisfaction and concerns; the counseling of employees relative to present and future benefits as provided in federal and state programs; and in the recognition of employee services and their contributions.

EMPLOYEE COMMUNICATION AND INFORMATIONAL PROGRAM

The Department shall develop and maintain a communication and information program which provides for the establishment of a system to update and revise the School Code, and to develop new and/or revised informational materials for distribution to employees.

EMPLOYEE COUNSELING PROGRAM

The Department shall develop and maintain an employee counseling program encompassing, but not limited to, pre-retirement, post-retirement, health fund benefits, tax sheltered annuity, grievances and other activities calling for counseling services.

INCENTIVE AND SERVICE AWARDS PROGRAM

The Department shall establish and maintain a structured program of awards and incentives as prescribes by the State to recognize years of service and achievements of employees of the Department.

EMPLOYEE ORGANIZATIONS AND COLLECTIVE BARGAINING

The Department recognizes the right of its employees to join, or refrain from joining, any lawful employee organization. It also recognizes the right of eligible employees to participate in the affairs of a bona fide bargaining unit to the extent that may be consistent with law and regulation. The Department further acknowledges the right of lawfully designated employee organizations to serve as exclusive representative in negotiating on behalf of Department employees.

Revised: 9/1/70; Amended: 10/74; 6/86

POLICY 201.4

LEAVES OF ABSENCE

The Department shall establish and maintain a program of Leaves of Absence for all certificated personnel. Decision making regarding Leaves of Absence shall be at the appropriate level, consistent with good management practices.

Rationale: The program is designed to provide individuals with opportunities to enhance their professional development and personal growth, thereby assuring high quality instructional and educational services to students.

Reviewed: 9/1/70; 1/73; 10/74; Amended: 6/86

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POLICY 202.1

SCHOOL LEADERSHIP.

Each school shall have strong, visible school leadership and shall be headed by a principal, acting principal or teacher-in-charge whose duties shall include, but not be limited to, those identified in state law.

See: HRS 302A-1103

Approved: 8/70

See: 5.298-2, HRS

Deleted: **ESTABLISHMENT OF SCHOOLS**

Deleted: **POLICY**

Deleted: The department shall establish schools, including adult community schools, for secular instruction.

POLICY 202.2

SCHOOL YEAR FOR PRINCIPALS

The work year of the principal shall be in accord with applicable law and collective bargaining provisions. The principal shall be responsible for his or her school program at all times. The principal's presence during vacation and other non-instructional periods shall be governed by the necessities of the school program and the duties of the position as determined by the complex area superintendent.

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POLICY¶

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Approved: 8/70
Former code No. 2312

POLICY 202.3

SCHOOL YEAR FOR VICE PRINCIPALS

The work year of the vice principal shall be in accord with applicable law and collective bargaining provisions. The vice principal shall be responsible at all times for assisting the principal in meeting his or her responsibility for the school program. The vice-principal's presence during vacation and other non-instructional periods shall be governed by the needs of the regular school program as determined by the principal and/or complex area superintendent.

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Approved: 8/70

POLICY 203.1

1900-1

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**DUTIES AND RESPONSIBILITIES OF
TEACHERS,**

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POLICY

The teacher, under the supervision and direction of the principal, shall be responsible for the teaching of students assigned to the teacher, and shall perform other duties assigned by the principal in accordance with applicable policies, subject to the collective bargaining agreement.

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Approved: 8/70

POLICY 203.5

SUBSTITUTE TEACHERS

The Department of Education (Department) shall implement training and professional development programs and services for substitute teachers, and make recommendations relating to compensation and benefits for substitute teachers.

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POLICY¶

Rationale: The Board of Education (Board) recognizes that substitute teachers play a critical role in providing a quality education to students when regular classroom teachers are absent. Establishing a well-qualified and stable substitute teacher pool is integral to fulfilling classroom instruction needs. In addition, equipping substitute teachers with appropriate skills and knowledge to perform their duties and responsibilities satisfactorily are essential to their instruction in the classroom and administering to the educational needs of students.

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The Department shall establish a working group, the composition of which shall be approved by the Board, to conduct an annual review of issues relating to substitute teachers. The issues shall include, but are not limited to, the areas of training, professional development, compensation, and benefits. A report of the working group, including any findings and recommendations, shall be submitted to the Board no later than September 30 of each year.

Approved: 03/16/06

DELETE

1800-1

**DUTIES AND RESPONSIBILITIES OF
GRADE LEVEL AND CURRICULUM DEPARTMENT CHAIRMEN**

POLICY

The grade level chairman and curriculum department chairman shall be responsible for the proper functioning of their assigned grade level or department and for all other duties assigned them by their respective principals.

Approved: 8/70

DELETE

5101

**HAWAIIAN LANGUAGE FLUENCY
POLICY**

All teachers of the Department of Education's programs that are conducted through the Hawaiian language shall possess appropriate Hawaiian language skills to deliver a standards-based curriculum through the medium of the Hawaiian language. The appropriate skills and a uniform test shall be based on guidelines developed under the direction of the Department of Education and shall be consistent with state law.

This policy shall not apply to teachers employed by the Department of Education prior to July 1, 2006, and may be waived on an individual and temporary basis by the Superintendent of Education as circumstances warrant.

Approved: 03/02/06

POLICY 204.1**TEACHER RECRUITMENT, RETENTION, AND EMPLOYMENT**

Recruitment and employment of trained applicants shall be active, selective, competitive, and based on the concept of preferential hiring. The process of preferential hiring requires: (1) the establishment of a pool of qualified applicants who most closely match the Department of Education's "Profile of an Effective Teacher"; (2) selection from the applicant pool; and (3) consideration of students' education and welfare and the good of the public school system. This process calls for looking beyond certification/licensure qualifications of applicants. It requires rigorous efforts to hire the best qualified candidates to consistently achieve ever higher levels of student growth and development within the public schools of Hawaii. A multivariate screening system shall be applied to determine employment entry/admission into the applicant pool of eligible candidates for teacher positions.

The Department of Education (Department) shall develop and implement a strategic plan to recruit and retain qualified teachers. The strategic plan shall: (1) identify recruitment and retention goals; (2) implement strategies to achieve the goals; (3) identify specific teaching shortage areas and geographically hard-to-fill areas; and (4) establish a continuing community outreach program to encourage and assist residents of communities experiencing high teacher turnover to become teachers.

The Superintendent of Education employs teachers. Primary considerations for employment shall be the needs of students and programs at schools. Hiring shall be based on the selection of eligible professionals who most exemplify the Department's "Profile of an Effective Teacher."

TEACHER PLACEMENT

Placement of teachers shall be by matching the qualifications, personal attributes, and training of the individual with the requirements of the position. An effective match of the qualifications of the individual with the requirements of the position ensures attainment of the Department's mission.

TENURE

Tenure in the Department is obtained by continued employment based on successful completion of probationary requirements and demonstrated competency at progressively higher levels of performance.

Upon being hired, teachers shall serve no less than six (6) semesters of probation and no more than ten (10). Probationary teachers shall be evaluated each year through the same process and using the same instruments and measures as tenured teachers.

All probationary teachers shall participate in the Department's mentoring program, as guided by the Hawaii Teacher Induction Program Standards.

Any probationary teacher rated "unsatisfactory" through an annual overall rating shall be dismissed. Any probationary teacher rated "marginal" in any annual overall rating, shall be given immediate assistance for the next year, and shall be dismissed if not rated "effective" or better in the year immediately following the marginal rating. Before completing the probationary period, each teacher shall complete two consecutive annual overall ratings with a rating of "effective" or better.

If the Unit 5 collective bargaining agreement provides for fewer than six (6) semesters of probation, the Department shall extend the probationary period of any teacher who receives an overall evaluation rating of less than "effective" in the second year of the probationary period.

The Department shall develop a process whereby upon completing probation and being offered regular employment with the Department, teachers shall receive a one-time financial recognition of this professional status, which shall not be added to the base salary for any purpose.

New teachers who have not completed a State Approved Teacher Education Program (SATEP) and are hired at the Instructor level shall not be eligible to receive probationary credit until they have received a degree from a SATEP and are properly licensed.

EQUAL EMPLOYMENT

The recruitment and employment policy shall be implemented throughout the Department of Education and shall be the responsibility of the Superintendent of Education and all State, district, and school personnel. The manner in which this policy is to be implemented shall be the essence of the Department of Education's Equal Employment Opportunity and Affirmative Action Program.

Revised: 09/70; Amended: 10/74; 08/75; 06/86; 03/98; 09/15/05; 04/17/12

POLICY 204.2

EDUCATIONAL OFFICER APPOINTMENT AND PROBATION

Educational officers are appointed by the Superintendent of Education. Educational officers shall possess traits, such as leadership, adaptability, motivation, and commitment to meet the requirements of the position and the high expectations as delineated in the Department's "Profile of an Effective School Administrator" and "Profile of an Effective Educational Administrator."

Professional background and experiences of applicants shall be considered in the selection and appointment of educational officers.

The Superintendent shall develop procedures for the approval of appointments.

Employees are required to complete Department-established probationary requirements. Service as a temporary educational officer is not applicable towards fulfilling the requirements of the probationary period.

POLICY 204.3**PERSONNEL DEVELOPMENT**

To foster the very best efforts of professionals, the Department shall endeavor to provide opportunities for continuing development to teachers and to potential and incumbent educational officers in an environment of trust and respect for the individual. The Department shall endeavor to conduct and maintain a continuous and comprehensive program of professional development, designed to enhance the competencies and performance of its professional staff toward achieving desired educational outcomes for students.

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In its management of personnel, the Department shall be guided by the concept of human dignity and human worth. This means that personnel must be selected through merit, that personnel can be developed to their fullest potential to accomplish the goals and objective of the Department of Education, given the opportunity and appropriate support system.

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TEACHER EDUCATION PROGRAM

The Department, in cooperation with accredited institutions of higher education, may permit pre-service teachers in teacher education programs to teach, participate, and observe in the public schools of Hawaii, upon verification by the institutions of their ability to function effectively in Department classrooms. Such placements should contribute to the best interests of the Department and its students.

PROBATION

Initial Probation. Probation in personnel development is a period to acknowledge the potential for growth.

For the employee on initial probation, it is a period of intense self-examination to sort and refine the assets one brings to the new situation to the best advantage; it is a time to test one's capabilities to achieve results. From this initial assay, the individual derives a profile of strengths and needs on which to develop a program of self-improvement or development, which is a personal investment in one's professional growth.

For the institution, this is a time of close scrutiny of performance and responsible assessment of strengths and needs on which to develop a program of direct and immediate support. It is a time of calculated investment of resources to nurture the development of individuals in the Department's critical work force.

Probation when Promoted. In the total scheme of personnel development, individuals in

POLICY 204.5**COMPENSATION AND CLASSIFICATION**

The Department of Education shall establish, maintain and administer appropriate classification and compensation systems for teachers and educational officers in accordance with State of Hawaii statutes, Department regulations, and collective bargaining agreements.

Any pay increases for teachers and school-level educational officers in the Department shall be based on an evaluation of the performance of those employees and only employees who receive a rating of "effective" or higher will be eligible to receive such pay increases.

The Department shall develop a process whereby teachers and school-level educational officers who are rated "highly effective" on their annual evaluation shall be eligible to receive financial recognition of this professional accomplishment, which shall not be added to or increase base compensation.

New teachers who do not hold a degree in a State Approved Teacher Education Program (SATEP) shall be placed in the teacher salary schedule on the Instructor level. Teachers at the Instructor level shall not be eligible for step movement or any other increase in compensation until they have received a degree from a SATEP and are properly licensed.

Approved: 6/86; Amended: 8/89; 04/17/12

POLICY 204.6**DEPARTMENT OF EDUCATION HOUSING**

Deleted: POLICY¶

The Board of Education (Board) recognizes that a shortage of educators and other personnel to fill positions in hard-to-staff areas compromises the quality of education in schools. Effective strategies for educator recruitment are necessary to attract highly qualified educators and other personnel to schools, and to retain them in schools. The Board finds that housing incentives can be an effective tool in educator recruitment and retention.

The Department of Education (Department) may utilize housing or a housing stipend as a recruitment and retention incentive. Any new Department housing so provided by the Department shall be built, wherever possible, on state lands located in or adjacent to the residential districts of the community.

The Department shall develop guidelines to implement this policy.

Approved: 1/71; Amended: 5/19/05, 12/07

POLICY 204.7**DEPARTMENT OF EDUCATION NEW EMPLOYEE ORIENTATION PROGRAM**Deleted: ¶
POLICY¶

The Department of Education (Department) shall provide an orientation program for new Department employees. The program shall include, but not be limited to, an overview of the Board and the Department, including their mission, purpose, and structure; Department regulations and practices relating to workplace operations, payroll, other personnel-related services, and employee responsibilities; employee benefits; and health and safety.

Rationale: The Board of Education (Board) believes it is essential to provide employees with information about their employment. Communicating this information ensures that all employees know and understand the basic laws, policies, rules, and regulations that affect them in their employment. The Board also believes that a well-rounded employee orientation program is an effective tool in meeting this objective. An effective employee orientation program also contributes to improved employee performance and retention.

Approved: 11/4/04

1110-5

POLICY 204.9

STRIKE SITUATION

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POLICY¶

Every reasonable effort will be made to provide uninterrupted, quality educational services during a strike or work stoppage while continuing to give the health, safety, and welfare of students primary consideration.

Adopted: 10/72

D.E. Rev. #14

1/73

POLICY 204.10

PERSONNEL RELATIONS

It is an obligation at all levels of Department administration to establish and cultivate a favorable climate for frank and objective discussion of employee complaints with regard to their working conditions or other relations with the Department. The give and take of friendly, constructive criticism is essential. It is expected in an organization the size of this Department that occasions for employee irritation and dissatisfaction will arise. Unless employees are free to seek correction or to have explained to them justification of existing conditions, their work will suffer. This policy is intended to cover complaints or misunderstandings that are personal to an employee or a group of employees.

Initiation of a complaint by an employee shall in no way reflect on the employee's professional standing or loyalty to the Department or to the school or other organizations to which s/he is responsible. Neither shall it be considered a reflection on the employee's supervisor or on the general administration of the Department. All parties must be assured of freedom from restraint, coercion, discrimination, or reprisal. Discriminatory or retaliatory action on the part of the supervisor resulting from a complaint shall be a disciplinary offense.

Rationale: The benefits derived under this policy will be in direct relation to the skill, sympathetic understanding, and judgment of all persons involved.

Reviewed: 9/1/70; 6/86; Amended: 10/74

(Former Policy #5514)

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DELETE

6200

PAYROLL

POLICY

All employees of the department shall be compensated in accordance with state and federal laws, department rules and regulations, and by procedures established in the Standards of Practice of the Office of Fiscal Services.

Approved: 1/71; Revised: 12/07