

Area:	Program Governance
Subject:	PG14 – Policy Council and Decisions to Hire or Terminate Staff
Reference:	1304.50(d)(1)(x)(xi)
Policy:	Central California Migrant Head Start Policy Council (MHS) and Stanislaus Head Start and Early Head Start Policy Council (RHS/EHS) members will approve or disapprove the hiring and termination of staff whose majority salary comes from Head Start funds. When a position is funded by more than one Head Start program, the Council that represents the largest proportion of the salary will approve or disapprove.

Procedure:

- 1) The Policy Councils will hear applicable personnel actions in closed session and will adhere to confidentiality guidelines. All personnel decisions made by the Policy Councils will be submitted for final approval to the appropriate Governing Body.
- 2) Hiring of Staff:
 - a. Policy Council members will be given the opportunity to participate on interview panels with key management staff to make hiring recommendations and take those recommendations to their respective Policy Council to approve or disapprove.
 - b. Staff positions that are paid by a majority of Head Start funds will have a minimum of one Policy Council Personnel Subcommittee member on the Interview Committee. If a Personnel Subcommittee member is not available to participate on the Interview Committee, another parent currently enrolled in the program will be asked to participate. When a parent cancels unexpectedly, the Family Community Services Supervisor (FCSS) or designee will document efforts to find a replacement. If unsuccessful, the Interview Committee will proceed with the interview.
 - c. The Interview Committee Team Leader will notify FCSS of the need for a parent representative. The FCSS will be given the following information: date of the interview, time parent is needed to arrive, start time of interviews, location of interviews, and the position for which the interview is taking place.
 - d. FCSS or designee will contact Personnel Subcommittee members from the appropriate Council (or currently enrolled parent), and confirm participation.
 - e. The Interview Committee Team Leader will have an Interview Packet that includes a blank Policy Council Interview Minutes, Sign-In Sheet, and Parent Reimbursement Claim for the respective Council. Interview packets are available at the CFS DeArmond and H St. Office (see Office Supervisor).
 - f. On the day of interview, the FCSS or designee will ensure that the parent arrives to the interview location.
 - g. The Interview Committee Team Leader will ensure that the Interview Packet is completed prior to the conclusion of the interview.
 - h. Interview Committee Team Leader will return the forms to the FCSS.
 - i. FCSS will input the Interview Minutes and an Approval Form for each recommended candidate on a secured document in a network folder. The document file name will include the position, the vacancy number, and the interview date.

- j. FCSS will present the completed Interview Minutes and Approval Forms to the perspective Policy Council in closed session for approval or disapproval. The Chairperson or presiding officer will sign the Minutes and Approval Form(s) and indicate approval or disapproval.
 - k. FCSS will make a copy of the signed Minutes and Approval Form(s) and forward the originals to the Interview Committee Team Leader. FCSS will maintain a copy for the Policy Council records.
 - l. The Interview Committee Team Leader will forward the interview packet to the Director and Executive Director for approvals. The interview packet is then forwarded to Human Resources for processing.
 - m. When the Approval Form for the recommended candidate is signed by the appropriate Governing Body or authorized personnel, a copy will be forwarded to the FCSS for Policy Council records. If approved by both the Policy Council and the Governing Body, the hiring process will proceed through Human Resources.
 - n. If disapproved, a confidential letter explaining their reasons for withholding approval signed by the Council Chairperson or presiding officer will be sent to the Governing Body and the Internal Dispute for Resolution of Impasse procedure will be followed.
- 3) Re-assignment and/or re-employment of staff as a result of lay-off:
- a. To ensure that Policy Council members are fully informed when/if a scenario occurs in which staff is reassigned, they will receive annual training regarding California Educational Code, SCOE policies, and California School Employees Association Articles of Agreement regarding re-employment. Each of these stipulates the possibility of staff being assigned to work within positions after a period of lay off. Proof of said training (agenda, sign-in) will be kept within the Policy Council meeting binder.
 - b. If a staff member is assigned to work within Head Start programs by the Human Resources Department, ratification of this assignment will be discussed in Closed Session at the next Policy Council meeting.
 - c. The Policy Council Chairperson will sign the Ratification of Assignment of Staff form.
 - d. The FCSS will forward the signed Ratification Form to the Human Resources Department.
 - e. When the Ratification Form is signed by the appropriate Governing Body or authorized personnel, a copy will be forwarded to the FCSS for Policy Council records.
- 4) Termination of Staff:
- a. Termination of staff members will follow procedures and processes established by Grantee's Human Resources Department, in conjunction with the California School Employee's Association Articles of Agreement.
 - b. A staff member who is recommended for termination following established processes and whose position is funded by majority of Head Start funds must be approved or disapproved by the Policy Council.
 - c. The FCSS or key management staff will present information regarding the recommendation for termination to the Policy Council at a regular meeting in closed session.

- d. If the recommendation is approved, the termination process will proceed through Human Resources and approved or disapproved by the Governing Body.
 - e. If disapproved, a confidential letter explaining their reasons for withholding approval signed by the Council Chairperson or presiding officer will be sent to the Governing Body and the Internal Dispute for Resolution of Impasse procedure will be followed.
- 5) Promotion or re-classification of staff:
 - a. Staff who is currently working for the program that would receive a promotion or re-classification will need Policy Council approval as well. The process stipulated above for hiring of staff will be followed to obtain the approval.

Supervised by: Director II

Performed by: Family and Community Services Supervisor

Forms needed: Reimbursement Claim, Interview Minutes Form, Interview Approval Form, Interview Sign-In Sheet, Ratification of Assignment of Staff Form

Frequency: As needed