

Personnel Management Policy

Policy No. 530

Sub-contractor personnel policies or procedures shall include, but are not limited to the following:

- **Employment status:** Hiring, probation, resignation, promotion, demotion, suspension, termination, reduction-in-force
 - Specific to hiring and termination, sub-contractors will adhere to the following: PSESD Early Learning Policy Council, in accordance with confidentiality laws, will approve hiring and termination. In the event that Policy Council's recommendation is different from that of the sub-contractor, it is the Associate Superintendent for Early Learning's role to create a plan of action to determine the status between the Policy Council, PSESD Board of Directors, and the subcontractor for the purpose of finding a resolution.
- **Grievance:** Subcontractors must follow the PSESD [Community Feedback and Complaint Policy](#) for parents and community members, and Washington State Laws on grievance for employees.
- **Non-discrimination:** Subcontractors must not deny service to, or discriminate against, any person who meets the eligibility criteria on the basis of gender, race, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, culture, or public assistance recipient status, and must comply with the Americans with Disabilities Act (ADA).
- **Staff evaluation:** Coaching and monitoring data and assessment results are not allowed to solely determine punitive actions for staff identified as needing support, without providing time and resources for staff to improve.
- **Intentional Fraud:** Subcontractor or PSESD employees who intentionally commit fraud on child and family eligibility information will be addressed and will suffer appropriate program penalties and/or legal consequences. Puget Sound ESD Early Learning staff are governed by PSESD's policies and procedures. Appropriate penalties for staff, consultants, and volunteers will be addressed individually by the subcontractor or PSESD for those who violate any Standard of Conduct policies.

If the subcontractor does not include the specific information above in their policies or procedures, this policy will be used.

Approved by Policy Council: October 16, 2018

Approved by Board of Directors: October 17, 2018