

32nd District Agricultural Association

Board Policies

4.08 Personnel Policy

Date Adopted/Last Revised: Month #, 20XX

Note: Capitalized terms not otherwise defined in this Board Policy have the meanings set forth in the Definitions section of Board Policy 1.01. Should any provision in this policy contradict any provision of California law, California law shall control.

Purpose

The Board expects to employ well-qualified and dedicated staff to support effective and efficient operations within the 32nd DAA. The purpose of this policy is to outline the Board responsibility and delegation to the CEO in relation to personnel management.

Policy

The Board is responsible for the hiring of the CEO position only. The Board delegates responsibility to the CEO to develop a fair, transparent, and inclusive talent management program that includes the establishment of policies and procedures designed to:

- Comply with all applicable State and Federal labor laws
- Govern the management of staff and volunteer resources
- Support recruitment and selection processes that are fair, transparent, and inclusive
- Support retention efforts including employee recognition, growth, and development
- Adhere to California State mandated job classifications and pay scales
- Prepare for succession planning to ensure smooth transition for key staff positions
- Guide comprehensive performance management—including performance appraisals, rewards/recognitions, and progressive discipline