



2009-2010 SANTA CLARA COUNTY CIVIL GRAND JURY REPORT

LOOKING AT POLICIES OUR SCHOOLS USE TO FIND AND PLACE EMPLOYEES

Issues

1. Are qualified job applicants aware of job openings within all school districts (Districts) in Santa Clara County?
2. Are the Districts' job applicant vetting processes rigorous enough to ensure that the best possible candidates are hired?
3. Are there policies in place to ensure that hiring decisions are based on merit rather than on personal/familial relationships?
4. Are there policies in place that forbid the direct supervision of relatives or spouses?

Summary

All Districts utilize a combination of worksite job postings, advertising on the Educational Jobs Opportunities and Information Network (EDJOIN), email, regular mailing during vacation periods, and, where appropriate, classified newspaper advertising to inform both internal and external job candidates of job openings.

The Districts' job applicant vetting processes, many defined by Collective Bargaining Agreements (CBAs), are thorough and outline the composition and utilization of interview panels and standardized questions based on job classifications and scoring procedures. The Grand Jury noted a potentially useful hiring practice during the course of reviewing District questionnaires and interview responses. In all cases, except for the County Office of Education (COE), the school boards (Boards) sign off on the hiring of all new employees.

Fourteen of the 32 Districts document familial relationships. The 18 Districts that do not cannot be certain that they are properly adhering to District policies that apply to the placement of related employees.

Twenty-two Districts have policies that forbid the direct supervision of relatives or spouses by District employees. Eighteen of these Districts allow this policy to be overridden by the District Superintendent. Such exceptions may lead to the appearance of impropriety and favoritism.

Methodology

The 2009-2010 Santa Clara County Civil Grand Jury (Grand Jury) originally initiated this report because of perceived preferential hiring of a Superintendent's dependent relative for a position within a District. In the course of investigating this issue, the Grand Jury determined that an inquiry into county-wide District hiring and family member supervision practices was warranted.

The Grand Jury took the following investigative actions:

- Conducted interviews with current and former District Board members, Board Presidents, Superintendents, and a member of the California School Board Association (CSBA). The focus of our investigation was on certificated employees.
- Analyzed responses to questionnaires received from all 32 Districts within Santa Clara County (County), including the COE but excluding the Metropolitan Education District. (See Appendix A)
- Reviewed policies, data, and documents provided by the 32 Districts.
- Reviewed CSBA recommendations and templates.
- Reviewed District policies in other California counties.
- Reviewed applicable California Education Code sections.

Background

An investigation conducted by the Grand Jury indicated that the Districts were utilizing varied hiring processes and procedures. The Grand Jury then investigated the recruitment and hiring processes and procedures of all 32 Districts to determine:

- The methods utilized to inform current employees, former employees and external candidates of job openings.
- The degree to which each District has adopted practices that ensure the best possible job candidates are recruited, screened, and hired.
- How the screening and interviewing processes are conducted and final hiring decisions made.
- The Districts' policies and procedures regarding the hiring and placement of relatives of current employees.

Discussion

A significant attribute of successful organizations is their ability to hire the best possible candidates for open positions.

Notification of Job Openings

The processes utilized to notify applicants of job vacancies are dictated primarily by the Districts' CBAs. The CBAs clearly state that internal candidates are to be considered for job openings before the positions are advertised externally.

Job opening notification varies from District to District. Methods used by Districts include: individual school site job postings, email to current and previously laid-off employees, District web site postings, email notification to local colleges and universities, educational publications and associations, and advertisements placed in local newspapers.

Thirty of the Districts use EDJOIN, an employment vacancy database started and maintained by the California County Superintendents Educational Services Association. EDJOIN is the most commonly used job-posting tool in the education field for certificated employees, but is not widely known by the general public.

The Grand Jury believes that the Districts should continue to use a combination of approaches to reach the greatest number of qualified applicants.

The Vetting Process

Interviewing processes vary from District to District. For all certificated and classified positions the interviewing processes are defined in each District's respective CBAs. As an example, the process utilized by the San Jose Unified School District (SJUSD) consists of interview teams comprised of at least three members: a union representative, a division supervisor, and a site representative (principal or designee).

The SJUSD utilizes predetermined and standardized questions and a scoring system. After the interviews are completed, the interview scores are tabulated and forwarded to the human resources department, which then adds seniority points to the scores based on applicant tenure.

The Grand Jury noted a particular step in the teacher selection process utilized by the Palo Alto Unified School District (PAUSD) that requires candidates to teach a demonstration lesson for a review team. The lessons are graded and the scores are utilized as a significant factor in hiring decisions. This additional step was considered an excellent practice by the Grand Jury.

In all Districts, the Boards are fully engaged in the vetting and hiring processes of the Superintendent. The Boards also ratify other new hires. The names of recommended hires are placed on the consent agenda for approval at Board meetings at which time the public may comment.

The Employment of Relatives

Districts have differing views regarding the hiring of relatives. Twenty-two of the 32 Districts responded that they have policies that prevent spouses and/or relatives from directly reporting to a relative or spouse. Some of the Districts that do not have a policy stated that this is not an issue or were never asked to formulate such a policy. Of the 22 Districts that reported having a policy, 18 allow this policy to be overridden by the District Superintendent. (See Appendix B) The policies are silent on whether Boards are required to review these override decisions.

The Grand Jury is not advocating that any District adopt a policy forbidding the hiring of any class of individuals, including relatives. However, Districts that formulate policies on the employment of relatives could eliminate perceived preferential treatment on the part of the public or District employees.

Thirty of the 32 Districts utilize EDJOIN, although its use is not required by CBAs. The employment application provided by EDJOIN does not ask about relationships with existing employees, making it difficult for Districts to follow their policies relating to the hiring and placement of relatives.

Fourteen of the 32 Districts document the number and names of related employees. For example, the PAUSD reported 60 couples or 120 related staff members (approximately 9% of full-time equivalent employees). The Grand Jury believes that the employment of relatives is not necessarily a negative, as relatives of a current employee may be the best candidates. Districts that do not track the data cite reasons such as “we haven’t seen the need to do so” or “we have not been directed to do so.” The Grand Jury believes that because some Districts do not compile familial relationship data they cannot be certain that they are in compliance with their own policies regarding the employment of relatives.

Conclusions

All Districts have well-documented procedures and collective bargaining agreements in place which stipulate processes designed to make current employees and external applicants aware of job openings. These processes range from simple to very comprehensive.

All Districts utilize combinations of site job postings, advertising on EDJOIN, email, and classified newspaper advertising for specialized jobs to inform both internal and external job candidates of job openings. Although there is little consistency in the methods utilized by the Districts, all Districts strive to cast the broadest net in order to attract quality applicants.

The job candidate background checking and interviewing processes appear to be sufficiently rigorous to ensure that qualified applicants are hired. However, current CBAs stipulate that laid-off personnel are given hiring priority in the filling of job openings. These stipulations may not lead to the hiring of the best possible candidates.

Relatives of current District employees are not prohibited from being hired within the same District. Twenty-two of the 32 Districts prohibit the appointment of relatives to positions that result in one relative directly supervising another. However, in 18 of the 32 Districts the Superintendent may override this policy. The policies are silent regarding Board review of override decisions. This could lead to the appearance of favoritism and impropriety.

Findings and Recommendations

Finding 1

Per the Districts' current CBAs, internal applicants are given priority over external applicants who may be better qualified for the job.

Recommendation 1

Each Board should revisit this subject in future CBA negotiations to ensure that competency is the determinant factor in the job candidate selection process.

Finding 2

The PAUSD utilizes a process that requires teacher job applicants to teach demonstration lessons which are subsequently scored by a qualified review team. The scores are utilized as significant factors in hiring decisions.

Recommendation 2

All Districts should consider adopting interview practices like PAUSD which provide opportunities for applicants to demonstrate their teaching skills.

Finding 3

Twenty-two of the 32 Districts have policies covering the hiring of employee and Board member relatives.

Recommendation 3

All Boards should formulate and implement policies covering the hiring of relatives, including the disclosure of any familial relationships to the Board, to avoid the appearance of bias or favoritism in the recruitment and job assignment processes.

Finding 4

Twenty-two of the 32 Districts do not permit employees to be placed in direct reporting relationships to their relatives. The following 10 Districts stated they do not have a written policy regarding the direct supervisory relationship of related employees.

- Berryessa Union
- Cambrian
- Cupertino Union
- Evergreen
- Luther Burbank
- Milpitas Unified
- Morgan Hill Unified
- Mount Pleasant
- Mountain View Whisman
- Union

Recommendation 4

The Boards of the Districts listed in Finding 4 should formulate and implement a policy prohibiting direct employee supervision of spouses and other relatives.

Finding 5

The following 18 Districts allow the Superintendent to override the policy of not permitting relatives to be placed in direct reporting relationships to current employees, on a case-by-case basis:

- Alum Rock Union
- Campbell Union
- Campbell Union High School
- East Side Union
- Franklin McKinley
- Loma Prieta Joint Union
- Los Altos
- Los Gatos-Saratoga Joint Union
- Los Gatos Union
- Moreland
- Mountain View-Los Altos
- Oak Grove

- Orchard
- Palo Alto Unified
- San Jose Unified
- Saratoga Union
- Sunnyvale
- Santa Clara County Office of Education

Recommendation 5

Boards should adopt a policy of reviewing all Superintendent decisions that override the policy that pertains to the placement of related employees in direct reporting positions.

Finding 6

Fourteen of the 32 Districts are aware of and/or document the number and names of related employees. The following Districts do not document this information:

- Alum Rock Union
- Berryessa Union
- Campbell Union
- Cupertino Union
- Eastside Union
- Franklin McKinley
- Fremont Union
- Gilroy Unified
- Loma Prieta Joint Union
- Moreland
- Morgan Hill Unified
- Mount Pleasant
- Mountain View-Los Altos Union
- Oak Grove
- Palo Alto Unified
- San Jose Unified
- Santa Clara Unified
- Santa Clara County Office of Education

Recommendation 6

The Boards of the Districts listed in Finding 6 should implement a policy of identifying familial relationships and tracking such data.

Finding 7

Only Los Gatos-Saratoga Joint Union and the Palo Alto Unified Districts responded that they ask about familial relationships on their job applications.

Recommendation 7

All Boards should implement measures to identify familial relationships during the hiring process.

APPENDIX A

District Questionnaire Response Summary

SCHOOL DISTRICTS	QUESTION # 1
	How does your school district make its current employees aware of job openings?
Alum Rock Union	Classified employees: Jobs posted by email, & at each work site, Human Resources (HR), district web page & EDJOIN.
Berryessa Union	Collective bargaining agreements dictate that job postings be emailed to each employee & posted at each work site & on the District website.
Cambrian	Collective bargaining agreements dictate the number of days a job is posted. Job openings are posted at all work sites, schools & the District website. Applications are completed online through EDJOIN. Hard copy applications are available at Human Resources.
Campbell Union	Emails to all work sites are posted in places accessible to all employees. During vacation periods emails sent to all employees who have requested to receive job postings.
Campbell Union High School	Jobs posted at all school and work sites, on EDJOIN & at colleges & universities.
Cupertino Union	Job openings for current employees are listed on the District's HR web page, & at all schools, departments, EDJOIN & to approximately 60 Silicon Valley "job boards" & other districts.
East Side Union	Jobs posted on EDJOIN. All postings sent by email to all users (Certificated & Classified). Posted at all locations & work sites (fulfills requirements negotiated with the various bargaining units.)
Evergreen	Jobs posted on District web site, EDJOIN, Mercury News (for hard to fill or specialty positions), ACSA, Teacher Recruitment Fairs, school bulletin Boards & email.
Franklin McKinley	Jobs posted internally, on the District website, EDJOIN, EdCal, local colleges & universities.
Fremont Union	Position vacancies posted on EDJOIN, which is linked to the District's website. Emails are sent to all staff alerting them of job openings.
Gilroy Unified	Per collective bargaining agreements, job postings are sent to each employee, emailed, posted at all work sites & on the District website.
Lakeside Joint	Openings announced at staff meetings & posted on school bulletin board & EDJOIN.
Loma Prieta Joint Union	Job vacancies are posted for a period of at least 10 days at each school site. Posted on bulletin boards during the school year & sent to teacher's last known address during vacation periods.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICTS	QUESTION # 1
	How does your school district make its current employees aware of job openings?
Los Altos	Notice of job openings faxed & posted at all schools, job sites & district office.
Los Gatos-Saratoga Joint Union	Job postings are emailed to all employees & union representatives. Jobs posted at all schools & work sites. When school is not in session job openings are mailed & emailed to all employees.
Los Gatos Union	Jobs posted at all work sites, schools & via email.
Luther Burbank	Job openings announced in the staff lounge & via email to all employees.
Milpitas Unified	Jobs posted on all District bulletin boards and via email to all employees. Job postings for certificated positions are only posted from 3/21 to 4/15 for both internal & external applicants. In addition, openings are posted on EDJOIN.
Moreland	Personnel administrators send internal job postings to all employees. Jobs are posted on all bulletin boards. Adheres to bargaining agreements.
Morgan Hill Unified	Classified employees: HR contacts employees notifying them of the opportunity for transfer. Newly created positions are posted on EDJOIN, concurrently for all classified employees & for potential applicants outside the District. Jobs posted at all schools & sites. Certificated employees: HR publishes transfer opportunities within a predetermined time period for transfer. Newly created jobs are posted on EDJOIN for current certificated employees before posting outside the District. Contracted employees not recognized as employees with bargaining units or other District employment.
Mount Pleasant	Jobs posted by email & at all work sites.
Mountain View Whisman	Classified employees: jobs posted in prominent locations. Provides postings to the CSEA President, job openings are posted for up to 5 days, sent to all employees via email & letter during vacation. Certificated employees: jobs posted at all worksites with a 5-day close period & by District email. Certificated Management employees: similar to certificated. Superintendent: Search firms are utilized, along with internal postings.
Mountain View-Los Altos Union	All teaching positions are posted on EDJOIN & accessed on the District web site. Posted at District office & emailed to all employees. Same for Classified employees. During summer or vacation periods postings are mailed to all employees.
Oak Grove	Job postings are displayed at each school site, department, the District office, at the entrance to the HR Department, EDJOIN (if needed), local publications (if needed).
Orchard	Notice of job openings emailed to all employees & posted in staff room.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICTS	QUESTION # 1
	How does your school district make its current employees aware of job openings?
Palo Alto Unified	All positions posted on the District website. Classified employees: Jobs posted for a minimum of 6 days at all work sites, with a copy to the CSEA President within 1 day of posting. Employees on layoff or vacation are notified by 1 st class mail. Any employee may apply in writing to HR to fill the position Classified employees may request a transfer if applying for an opening within the same classification.
San Jose Unified	Jobs posted on the District website & posted at all work sites. Per collective bargaining agreements.
Santa Clara Unified	Per collective bargaining agreements job postings are sent to all schools & work sites, posted on EDJOIN & the District office.
Saratoga Union	Per collective bargaining agreement, jobs are posted internally, 5 days for certificated employees & 10 days for classified employees at all schools, the District office & the warehouse.
Sunnyvale	Certificated & classified jobs are posted on EDJOIN. Classified jobs are also posted in HR & on the District's job hotline. In addition, an email is sent to all certificated staff. A flyer is also sent to each work site to be posted for 10 days.
Union	Posted on website, EDJOIN, for both certificated & classified employees.
Santa Clara County Office of Education	Depending on the position, the openings are posted & available for transfer for 5-7 days. The Personnel Commission announces the positions through a pre-recorded message available to current employees 24/7. The interested employees submit a lateral transfer request. Promotional positions are made available for applications for 15 days & announced as an "EXAMINATION" online through EDJOIN linked to the SCOE web site. Traditional applications are available at HR.

SCHOOL DISTRICT	QUESTION # 2
	How do current employees apply for job openings?
Alum Rock Union	Classified employees: By application to HR by posting deadline. Applications time stamped & processed through the collective bargaining interview process. All employees & external candidates may apply for positions.
Berryessa Union	Classified employees submit a job application to HR. Certificated employees submit a Request for Transfer to HR.
Cambrian	Current employees send letter of interest to HR. Certificated employees may also submit an online application. Applications are on EDJOIN or available at the District HR office.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 2
	How do current employees apply for job openings?
Campbell Union	Applications are submitted online through EDJOIN. Those not having online access may submit hard copy applications.
Campbell Union High School	Applicants complete & submit an internal application to HR or complete application online through EDJOIN.
Cupertino Union	Applicants submit applications & required supporting documents.
East Side Union	Must apply through EDJOIN.
Evergreen	Applicants must submit a letter of interest & a resume.
Franklin McKinley	Certificated employees: Apply online at EDJOIN only. Certificated employees: submit paper application or through EDJOIN.
Fremont Union	All applications are submitted online.
Gilroy Unified	Employees apply in writing to HR. Applications also available on District website.
Lakeside Joint	Apply in writing on District form.
Loma Prieta Joint Union	All employees: interested employees discuss requirements & qualifications with department manager. Application is then submitted. Interview committee is formed, which prepares questions, schedules interviews, conducts post interview discussions to determine most qualified applicant. Supt. is provided the information for the most qualified candidate & makes final decision.
Los Altos	Written request to HR.
Los Gatos-Saratoga Joint Union	District employees provide written notification to the HR office to indicate interest in filling the position. The employee has the option to use his/her original application or submit a new application through EDJOIN.
Los Gatos Union	District requests all applications be submitted online through EDJOIN.
Luther Burbank	Paper or electronic application forms.
Milpitas	Employees complete the appropriate applications.
Moreland	Employees respond to open positions by submitting letter of intent or email to the personnel specialist & completing an internal job application. Resumes & other information required are submitted prior to interviews.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 2
	How do current employees apply for job openings?
Morgan Hill Unified	All employees: applicant notifies HR via hardcopy application or email to be considered for transfer. Must apply on EDJOIN for newly created jobs.
Mount Pleasant	Applicants complete a District application & submit it to HR.
Mountain View Whisman	Classified employees: Employees may file for vacancy by writing to HR within the filing period. Within 15 days HR notifies employee if qualified. Transfers granted to the most qualified applicant. If multiple applications are received with the same qualifications, seniority decides. Certificated employees: Written requests to HR. Collective bargaining agreement outlines the approval process.
Mountain View-Los Altos Union	Current employees required to email or send letter of interest to HR. Classified employees seeking a different classified position send email or letter to HR. Classified employees seeking certificated positions complete an EDJOIN application. No hard copies of applications are available.
Oak Grove	Applicants request an application from HR, prior to the closing date for the position. If needed, HR schedules & administers tests.
Orchard	Applicants submit a letter of interest.
Palo Alto Unified	If employee is requesting promotion he/she completes a regular job application.
San Jose Unified	Per collective bargaining agreements.
Santa Clara Unified	All employees apply for jobs through EDJOIN & may access an application through the District website. Collective bargaining agreement spells out the job transfer process. The District office & all schools have computers available for employees without internet access.
Saratoga Union	Internal candidates submit a letter of interest. There is a transfer process as set by the union contract.
Sunnyvale	Certificated employees submit a letter to request a transfer. Classified employees submit an application on EDJOIN or a paper application to HR. If they are applying for a position they are currently in at another location, they submit a letter to HR requesting consideration.
Union	Employees complete a job transfer request for a lateral move, complete a cover letter & resume for a promotion. Classified employees submit a job application through EDJOIN.

**APPENDIX A - continued
District Questionnaire Response Summary**

SCHOOL DISTRICT	QUESTION # 2
	How do current employees apply for job openings?
Santa Clara County Office of Education	Classified employees submit applications online through EDJOIN, or a traditional application to HR. Applications must be submitted on or by the date listed on the posting.

SCHOOL DISTRICT	QUESTION # 3
	Does your job opening fulfillment process ensure that the best qualified candidates are selected?
Alum Rock Union	Yes. All applications screened & considered if the applicant possesses the minimum qualifications. If applicable, tests are given. Classified employees: interview panel meets with the candidates and selects the 3 best candidates based on tests scores, interview scores &, seniority. Program manager interviews the 3 finalists & recommends choice to HR. Certificated: same as for classified with only 1 interview using standard questions. Administrators: same, with 2 interviews. Interview panel recommends 3 best to be interviewed by the Supt. & cabinet. A panel consisting of administrators, staff and/or parents makes a site visit prior to Supt's recommendation to the Board.
Berryessa Union	Yes. Per collective bargaining agreements.
Cambrian	All employees: first paper screening is to determine if the applicants possess the minimum job qualifications; second paper screening to determine best candidates to be interviewed by a panel, which asks predetermined questions, selects the best candidate & offers the job. Managers: candidates are paper screened on a rubric to determine best match, followed by a panel interview to select the best candidate to interview with the Supt. Principals: applicants are interviewed by a panel (teachers, parents, classified representative, & a management level employee) & asked predetermined questions. Panel selects best candidates to interview with Supt. who makes final recommendation to the Board, which makes the final hiring decision.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 3
	Does your job opening fulfillment process ensure that the best qualified candidates are selected?
Campbell Union	Yes. Collective bargaining agreements require jobs to be posted a minimum of 5 days. For certificated teachers & site administrators “Ventures in Excellence” a normed reference tool is used. Those meeting the necessary score on “Ventures In Excellence” are moved forward to the interview process, with a panel composed of a mix of appropriate individuals, based on the “job.” The candidates are asked a standard set of questions for fairness in scoring. The highest ranked applicant, by points scored, is moved forward in the hiring process.
Campbell Union High School	Yes. Applications are screened for qualifications.
Cupertino Union	Yes. Applications are paper screened & some applicants are tested. Applicants with the highest scores are invited to meet with interview panels. Finalists are recommended to higher levels of management for additional interviews. When finalists receive unanimous support, the job is offered.
East Side Union	Yes. Openings are posted for 5-10 days with some positions remaining open until filled. HR staff reviews all applications for qualifications. Each bargaining unit may have different qualifications & procedures for the filling of positions. Interview panel meets with applicants & makes recommendations to HR. See questionnaire response attachments C & D.
Evergreen	Yes. An application matrix is developed based on the essential elements of the job description. Point values are assigned to the applications. Interviews are granted to the applicants with the highest point scores. District seeks to interview 5-10 applicants for each job.
Franklin McKinley	Yes. HR screens all applications for qualifications & legal verifications. Program Administrator paper screens all qualified applicants. Interview panel meets with applicants & makes recommendations to HR for a 2 nd interview. HR completes the hiring process.
Fremont Union	Yes. Applicants are screened & teams of qualified individuals form interview committees. Thorough reference checks are conducted.
Gilroy Unified	Yes. Qualified applicants are interviewed by a panel (program manager, union representative, & HR Director). Panel must consist of at least 3 people. Panel forwards recommendations to HR for verifications. HR Director makes final decision based upon interview & verification results.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 3
	Does your job opening fulfillment process ensure that the best qualified candidates are selected?
Lakeside Joint	Yes. Openings posted with a deadline. Applications screened by committee of Board representatives, staff, parents & community members. Applicants invited for interview by the committee. 2 finalists interviewed by Supt. who makes final decision, which is confirmed by the Board.
Loma Prieta Joint Union	Yes. Applications reviewed by designated personnel, and an interview committee formed, (staff members, community members, & administration). Applicants meet with the committee, screened by the committee, & committee makes recommendation to the Supt. For final decision.
Los Altos	Yes. Application screening process. Members of the interview panel are selected based on posted position. May consist of Supt., Assistant. Supt., Directors, Principals, Supervisors, staff & parents. Could also utilize a recruiting firm to select the best candidates.
Los Gatos-Saratoga Joint Union	HR screens all application packets to determine if the applicant meets the minimum qualifications. A screening committee reviews those applications making it through the initial screening & selects the individuals for an interview. The interview team consists of a site administrator, certificated & classified employees & an HR representative. The interview committee uses a ranking sheet noting the preferences of the panel members. The high scorers then interview with a small committee that includes the site principal.
Los Gatos Union	Yes. Personnel Director works with site administrator to paper screen the applications. They agree on a pool of the best applicants, who are invited for interviews. Panel consists of Director of Personnel, site administrator & a panel of site employees. Panel asks standard questions. Principal & Director of Personnel agree on best candidate.
Luther Burbank	Yes. Jobs announced & posted on EDJOIN making certain there is a timeline to submit applications. Staff members share information via a bulletin board for internal applicants. Shared outside the district to widen the applicant pool. 1 interview for teachers & classified & 2 interviews for administrators.
Milpitas Unified	Yes. Applicants' skills are matched to the positions posted. All applicants applying for a promotion are interviewed. Standard questions are asked based on the position. Interviewers cannot deviate from the standard questions.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 3
	Does your job opening fulfillment process ensure that the best qualified candidates are selected?
Moreland	Yes. All applications are paper screened to ensure the candidates meet minimum qualifications. For Classified promotional positions, tests are given. Those passing the tests & meeting requirements go on to the interview process with an Interview Panel & the site Administrator. Certificated applicants are screened to select the best candidates who interview with HR & a panel. Standard questions are asked of each candidate. Additional interviews are given as needed. Per Board Policy 4111 & C120 & C125.
Morgan Hill Unified	Yes. Classified employees: District is a “Merit System” district with a Personnel Commission & governed by rules & regulations to insure the best candidate is selected from the top 3 on an eligibility list derived from testing & interviews. Certificated employees: interview teams with significant stakeholder representation meet with the candidates. Contracted employees: the appropriate contracts are approved by the Board through the use of an MOU/Contract/Agreement Approval form.
Mount Pleasant	Yes. Interview team reviews the job description & the applications, resumes & letters of recommendation. The interview team reviews the interview questions for the respective job & selects a panel member to ask the questions. Answers are graded from 1-5, with 1 the highest.
Mountain View Whisman	Yes. Per collective bargaining agreement.
Mountain View-Los Altos Union	Yes. Certificated employees: 1 –Application; 2-Paper screening; 3-1 st round interviews; 4-Appointment. Classified employees: 1-Application; 2-Paper screening; 3-1 st round interviews; 4-Appointment. Certificated Management employees: 1-Application; 2-Paper screening; 3-1 st round interviews; 4-Final interviews; 5-Appointment. Supervisory/Classified Management employees: same as for Certificated Management, Coaching/Co-curricular: same as for Classified.
Oak Grove	Yes. Administrator reviews all applications. Testing is completed prior to interviews. Qualified applicants are interviewed by a panel that ranks them using a point system. The District offers the job to one of the candidates.
Orchard	Yes. Reviews qualifications, performance reviews & conducts interviews.
Palo Alto Unified	Yes. District administrators, principals & supervisors screen applications & make selections for interviews. HR notifies employees & interviews are conducted by District administrators & supervisors. Teacher applicants are requested to teach a demonstration lesson for a District team.
San Jose Unified	Yes. It is the objective of the process to hire the best-qualified applicants. Public employees are governed by the EERA & the collective bargaining agreements.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 3
	Does your job opening fulfillment process ensure that the best qualified candidates are selected?
Santa Clara Unified	Yes. Standard questions are used in the interview process depending upon the job. Interview teams score each candidate. Scores & ranking sheet examined by the Assistant. Supt. & Director of HR. All interview teams involving Classified jobs include a union representative.
Saratoga Union	Yes. Applicants are screened by looking at past experience & education. Depending on position, the supervisor and a union representative are selected to sit on the interview panel.
Sunnyvale	Yes. After the posting due date, all applications are screened by the appropriate administrator. The best applicants are interviewed by a panel of 3 current employees including a CSEA Rep. The applicants answers are point scored. Some positions may require skill testing. The supervisor selects the best applicant & completes an intent to hire form & forwards it to the Assistant Supt. of HR for final verifications. If approved the applicant is notified that he/she is being considered for the job pending DOJ & TB clearance.
Union	Yes. Classified employees: panel interview. Certificated employees: paper screening & panel interviews. Management employees: paper screen, panel interview, Supt. & cabinet interview (Supt., Assistant. Supt., & CFO). All hires are approved by the Board.
Santa Clara County Office of Education	Yes. A Personnel Commission member reviews all applications. Screening for minimum qualifications. Classified positions of a highly technical nature have experts screening those applications. Those applications meeting the minimum qualifications are subject to an examination process, oral & skill testing & interviews by a selected panel. The applicants are scored and those with the 3 highest scores are forwarded to the hiring authority who makes the final choice

SCHOOL DISTRICT	QUESTION # 4
	Are there written procedures documenting answers for questions 1,2,& 3?
Alum Rock Union	Yes.
Berryessa Union	Yes.
Cambrian	Yes.
Campbell Union	No.
Campbell Union High School	No.
Cupertino Union	Yes.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 4
	Are there written procedures documenting answers for questions 1,2,& 3?
East Side Union	Yes.
Evergreen	No.
Franklin McKinley	Yes.
Fremont Union	Yes. Per Board policies 4111, 4211 & 4311.
Gilroy Unified	Yes
Lakeside Joint	Yes.
Loma Prieta Joint Union School District	Yes.
Los Altos School District	No.
Los Gatos-Saratoga Joint Union	Yes.
Los Gatos Union	Yes.
Luther Burbank	Yes.
Milpitas Unified	Yes.
Moreland	Yes.
Morgan Hill Unified	Yes.
Mount Pleasant	Yes.
Mountain View Whisman	Yes.
Mountain View-Los Altos Union	No.
Oak Grove	Yes.
Orchard	No.
Palo Alto Unified	Yes.
San Jose Unified	Yes. Per collective bargaining agreements.
Santa Clara Unified	Yes.
Saratoga Union	Yes. Per collective bargaining agreements.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 4
	Are there written procedures documenting answers for questions 1,2,& 3?
Sunnyvale	Yes.
Union	Yes.
Santa Clara County Office of Education	Yes.

SCHOOL DISTRICT	QUESTION # 5
	Are both full-time & part-time openings included in questions 1, 2 & 3?
Alum Rock Union	Yes.
Berryessa Union	Yes.
Cambrian	Yes.
Campbell Union	Yes.
Campbell Union High School	Yes.
Cupertino Union	Yes.
East Side Union	Yes.
Evergreen	No.
Franklin McKinley	Yes
Fremont Union	Yes.
Gilroy Unified	Yes.
Lakeside Joint	No.
Loma Prieta Joint Union	Yes.
Los Altos	Yes.
Los Gatos-Saratoga Joint Union	Yes.
Los Gatos Union	Yes.
Luther Burbank	Yes.
Milpitas Unified	Yes.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 5
	Are both full-time & part-time openings included in questions 1, 2 & 3?
Moreland	Yes.
Morgan Hill Unified	Yes.
Mount Pleasant	Yes.
Mountain View Whisman	Yes.
Mountain View-Los Altos Union	Yes.
Oak Grove	Yes.
Orchard	Yes.
Palo Alto Unified	Yes.
San Jose Unified	Yes.
Santa Clara Unified	Yes.
Saratoga Union	Yes.
Sunnyvale	Yes.
Union	Yes.
Santa Clara County Office of Education	Yes.

SCHOOL DISTRICT	QUESTION # 6
	If job openings are not filled internally, how are they advertised externally?
Alum Rock Union	All positions posted on EDJOIN concurrently with internal postings. If EDJOIN & internal postings are unsuccessful newspapers may be used.
Berryessa Union	All jobs posted on EDJOIN.
Cambrian	Postings made on EDJOIN and District website. Postings are also made in college & university teaching departments. Management positions posted on EdCal.
Campbell Union	Jobs posted on EDJOIN, at all schools & work sites. Craig's List and/or other professional organizations such as ACSA, CASHA & CABA are used for difficult to fill positions.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 6 If job openings are not filled internally, how are they advertised externally?
Campbell Union High School	Jobs are posted externally on EDJOIN & at recruiting sites at colleges & universities.
Cupertino Union	Job openings for current employees are posted on the District's HR web page, & at all schools, departments, EDJOIN & to approximately 60 Silicon Valley "job boards" & to other districts.
East Side Union	All openings posted on EDJOIN.
Evergreen	Jobs posted on District website, Mercury News, EDJOIN, other Santa Clara County School Districts.
Franklin McKinley	Posted at District website; EDJOIN; EdCal; local colleges & universities.
Fremont Union	Positions posted on EDJOIN, which is linked to the District's website. Emails are sent to all staff alerting them of openings.
Gilroy Unified	Jobs may be posted externally & internally at the same time, on EDJOIN, District office & the District website.
Lakeside Joint	Teacher hires are almost always external. Applicants are usually from EDJOIN.
Loma Prieta Joint Union	Teaching jobs posted on EDJOIN. Classified jobs posted in local newspapers.
Los Altos	Position openings listed at universities as needed.
Los Gatos-Saratoga Joint Union	All jobs posted on EDJOIN & administrative jobs are also posted on EdCal. Some positions are advertised in local newspapers.
Los Gatos Union School District	Jobs posted on EDJOIN, if no qualified pool of applicants the job is posted on Craig's List. Administrator positions are advertised through ACSA & EdCal.
Luther Burbank	Utilizes EDJOIN & EdCal.
Milpitas Unified	All jobs posted on EDJOIN, with management position posted on EdCal or CASBO.
Moreland	Postings on District website & EDJOIN. Craig's List also used if necessary. Also holds job fairs & local newspapers.
Morgan Hill Unified	Classified: posted at District office, listed on EDJOIN & at times advertised in local newspapers. Certificated: posted at District office, on EDJOIN & EdCal. Contracted employees: contacted individually from a pool of contractors, if one exists, by the Principal or department manager. Must be approved by the Board by use of an MOU/Contract/Agreement Approval Form.
Mount Pleasant	Jobs posted on EDJOIN & emailed to other districts, colleges & universities.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 6
	If job openings are not filled internally, how are they advertised externally?
Mountain View Whisman	Classified: jobs posted in prominent locations. Provides CSEA Pres. postings for up to 5 days, sent to all employees via email & letters during vacation times. Certificated: jobs posted at all worksites with a 5-day close period & by District email. Certificated management: similar to certificated. Supt.: search firm, internal posting.
Mountain View-Los Altos Union	All jobs posted on EDJOIN. Based on position the job may be posted on EdCal CAFE, professional organizations, universities etc.
Oak Grove	If the position is not filled internally the jobs are posted on EDJOIN, or in local and/or educational newspapers. Agencies are used if needed.
Orchard	Posts positions on EDJOIN.
Palo Alto Unified	All openings posted on District website. Certificated & professional positions posted on EDJOIN. Administrative positions posted on ACSA & printed in EdCal. Additional postings are made on electronic billboards, on Craig's List and in other districts.
San Jose Unified	Jobs posted on EDJOIN. For specialized positions postings are submitted to Craig's List, EdCal & ACSA.
Santa Clara Unified	Jobs posted on EDJOIN, all school sites, the District office & forwarded to bargaining unit leadership. Posted in all schools in the community. The District provides assistance to any applicant in completing the application.
Saratoga Union	External postings are made on EDJOIN, the District website. Those who do not have access to EDJOIN may pick up an application at the District office. For management positions, jobs are posted on EDJOIN, CASBO and the District website.
Sunnyvale	All certificated & classified jobs are posted on EDJOIN & certificated management jobs are posted on EDJOIN & EdCal.
Union	See EDJOIN. Newspaper when there are few applicants. Management positions may be listed in EdCal
Santa Clara County Office of Education	Postings go to EDJOIN, Craig's List, EdCal, DICE, JOBS AVAILABLE NAD (Nat'l Association of the Deaf), Nat'l & Calif. Head Start Assoc.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 7
	Is there a written procedure documenting how job openings are advertised externally? If yes send a copy.
Alum Rock Union	No.
Berryessa Union	No.
Cambrian	No.
Campbell Union	No.
Campbell Union High School	No.
Cupertino Union	Yes.
East Side Union	No.
Evergreen	No.
Franklin McKinley	No.
Fremont Union	No.
Gilroy Unified	No.
Lakeside Joint	No.
Loma Prieta Joint Union	Yes.
Los Altos	No.
Los Gatos-Saratoga Joint Union	Yes.
Los Gatos Union	Yes.
Luther Burbank	Yes.
Milpitas Unified	No.
Moreland	Yes.
Morgan Hill Unified	Yes.
Mount Pleasant	Yes.
Mountain View Whisman	Yes.
Mountain View-Los Altos Union	No.
Oak Grove	No.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 7
	Is there a written procedure documenting how job openings are advertised externally? If yes send a copy.
Orchard	Not answered.
Palo Alto Unified	No.
San Jose Unified	No.
Santa Clara Unified	Yes.
Saratoga Union	Yes.
Sunnyvale	Yes.
Union	Yes.
Santa Clara County Office of Education	Yes.

SCHOOL DISTRICT	QUESTION # 8
	How are final hiring decisions made?
Alum Rock Union	Program Manager submits a Request to Hire to HR, who completes the verifications & forwards it to the Board for final approval.
Berryessa Union	Hiring decisions based upon the recommendation of the Supt. To the Board. Applicants are interviewed by a panel & screened for qualifications & background verifications.
Cambrian	Classified: first paper screening to determine qualifications; second screening to determine best candidates who are interviewed by a panel asking predetermined questions & select best candidate & offer the job. Certificated: same as Classified. Managers: candidates are paper screened on a rubric to determine best match, followed by a panel & an interview with the Supt. "Principal" applicants are interviewed by a panel (teachers, parents, classified rep, & management level employee) & asked predetermined questions. Panel selects best candidates to interview with Supt. who makes final recommendation. All hiring decisions are made by the Board.
Campbell Union	Final recommendations are received from the panels. The candidate reports to HR for verification of qualifications & documents. When all verifications are received & positive, the applicant's name is forwarded to the Board for approval.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 8
	How are final hiring decisions made?
Campbell Union High School	Interviews conducted by a selected committee who make recommendations to the Supt., who forwards his recommendations to the Board for final approval.
Cupertino Union	Initial screening for qualifications, oral interview to recommend best-qualified candidate to selection officer. Interview panel includes HR representative and other relevant representatives. Tests are given if necessary and interview panel will assign a rating and make recommendation.
East Side Union	HR conducts verifications & makes recommendations to the Supt. & cabinet, who forwards them to the Board for approval.
Evergreen	Finalists are interviewed. Offers made by department supervisors or the Director of HR.
Franklin McKinley	Final hiring is done by the Deputy Supt. of HR or the HR Director, after a 2 nd interview with an HR administrator & reference checks are completed.
Fremont Union	Director of HR prepares a Personnel Report which is approved by the Board. Final hiring is approved by the Board.
Gilroy Unified	Interview panel provides recommendations based on panel interview results. Panel meets with HR Director for verification & upon successful verification, the applicant is offered the job.
Lakeside Joint	Recommendations made to Supt. who makes final approval.
Loma Prieta Joint Union	Final decisions made by the Supt.
Los Altos	Interview panel conducts interviews & makes recommendations. Supt. Reviews final recommendations.
Los Gatos-Saratoga Joint Union	Applicants with the highest scores in the first round of interviews are invited for a 2 nd interview. Recommendations for hire are forwarded to the Assistant Superintendent of HR. After reference checks are received, HR signs off on the recommendation.
Los Gatos Union	Principal/supervisor & Director of Personnel agrees on the best candidate. Supt. & cabinet interview administrative candidates & reach a consensus on the best candidate.
Luther Burbank	References carefully reviewed & Supt./Principal approves final decisions & makes recommendation to Board for approval.
Milpitas Unified	Management: the top 2 or 3 candidates will be interviewed by the Executive Cabinet. Principals, Directors & Assistant Superintendents there are 2 interview panels. For a principal position, one panel includes community members. Upon completion of background checks the finalist is forwarded to the Board who makes the final approval.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 8 How are final hiring decisions made?
Moreland	See question 3 response.
Morgan Hill Unified	All employees (excluding Contracted): final decisions made by the department manager & or the principal made with input by the hiring team. HR reviews the decision prior to making job offer. Contracted: contractors have an appropriate contract approved by the board before beginning work by use of an MOU/Contract/Agreement Approval Form.
Mount Pleasant	Recommendations made by the interview team. Supt. & Board make the final decisions.
Mountain View Whisman	Recommendations made to Supt. who then makes recommendation to the Board for final approval.
Mountain View-Los Altos Union	Administrator of the specific position makes hiring recommendation to Personnel Office. Only the Associate Supt. of Personnel may make job offering.
Oak Grove	Utilizing the interview point system & the ranking form, the most qualified candidate is selected by the interview panel. The recommendation is then moved forward & the Board makes the final approval.
Orchard	Representatives from Management, Certificated or Classified depending on position. Finalists are recommended to the Supt., who may conduct an interview.
Palo Alto Unified	Interview panel selects finalists. Certificated finalists are observed in job situations & interviewed again by District Administrators.
San Jose Unified	Final approval made by the Board.
Santa Clara Unified	The interview committee makes a written recommendation to the Director, or the Assistant Supt. of HR. The chairperson of the interview committee completes the reference check & recommends the best candidate for hiring. If there is no qualified candidate the committee recommends that the job be reposted.
Saratoga Union	After interviews a recommendation is made to the Supt. Board takes action on all new hires.
Sunnyvale	See response to Question 3.
Union	Classified: panel interview. Certificated: paper screening & panel interview. Management: paper screen, panel interview, Supt. Interview & cabinet (Supt., Asst. Supt., & CFO). All hires approved by Board.
Santa Clara County Office of Education	The top 3 scorers are forwarded to the hiring authority & one applicant is chosen.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 9
	Does your district have a written policy on the subject of hiring friends & relatives of school district employees & board members?
Alum Rock Union	Yes. For relatives.
Berryessa Union	No.
Cambrian	No. The Board & management have not requested policy.
Campbell Union	Yes. The policy only states that relatives will not work for related employees where there is a direct supervisory & evaluation responsibility.
Campbell Union High School	Yes.
Cupertino Union	No. District's hiring process ensures the best candidates are hired utilizing a criteria-driven process, paper screening, competency assessment, panel interviews & consensus decision making. No single individual wields undue influence on the District's multi-level group consensus model for employee selection.
East Side Union	Yes. Employees are not appointed to a position where a member of his/her immediate family maintains a supervisory or evaluation responsibility. Supt. May approve exceptions.
Evergreen	Finalists are interviewed. Offers are made by department supervisors or the Director of HR.
Franklin McKinley	Yes. Employees are not appointed to a position where a member of his/her immediate family maintains a supervisory or evaluation responsibility.
Fremont Union	Yes.
Gilroy Unified	Yes. Prohibits appointments of a person where his/her relative maintains management, supervisory, evaluations, or promotion responsibilities.
Lakeside Joint	Yes.
Loma Prieta Joint Union	Yes.
Los Altos	Yes. An employee will not to be appointed to a position where a member of his/her immediate family maintains a supervisory or evaluation responsibility. Supt. may approve exceptions.
Los Gatos-Saratoga Joint Union	No.
Los Gatos Union	Yes.
Luther Burbank	No. Notes Government codes, Family codes as reason for a policy not being necessary.
Milpitas Unified	No.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 9
	Does your district have a written policy on the subject of hiring friends & relatives of school district employees & board members?
Moreland	Yes. Per Board policy 4112.8.
Morgan Hill Unified	No. All candidates within the District are treated equally regardless of their relationship with school district employees & board members.
Mount Pleasant	No. Not an issue.
Mountain View Whisman	No. District has not adopted recommended policy from the CSBA. Will be placed on Board agenda at a future meeting.
Mountain View-Los Altos	Yes.
Oak Grove	Yes. An employee shall not be appointed to a position where an immediate family member maintains direct supervisory or evaluation responsibilities for the position.
Orchard	Yes. Employee may not be employed in the same department or work location as a relative, unless approved by the Supt.
Palo Alto Unified	Yes. District does not attempt to identify friends. District's policy is to promote practices that are free of conflicts of interest & or the appearance of impropriety. No appointments where the individual's relative is in a direct supervisory or decision-making position. Supt. may make exceptions. Employees must notify District within 30 days if there are any changes.
San Jose Unified	Yes. Per BP 4112.8.
Santa Clara Unified	Yes. The District has a Conflict of Interest policy. Prior to Board approval the candidate must be in compliance with the statement noted on the Personnel Items Summary, "this is to certify that to the best of my knowledge of all District employees who prepared the new appointments list submitted under "Routine Personnel Items," no individual on the list is a relative or dependent of a District employee who may have influenced Administration's hiring recommendation."
Saratoga Union	Yes. Per BP 4112.8.
Sunnyvale	Yes. Per BP 4112.8.
Union	No. Per California Government Code 12940, prohibiting discrimination
Santa Clara County Office of Education	Yes.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 10
	Does your school district have a “romance” in the workplace policy? If yes send a copy.
Alum Rock Union	No. No need to create a policy.
Berryessa Union	No.
Cambrian	No. The Board & management have not requested a policy.
Campbell Union	No. Board has not requested such a policy.
Campbell Union High School	No. Do not understand “romance” in the workplace question. District has a sexual harassment policy.
Cupertino Union	No. No need to create a policy.
East Side Union	No. Not required.
Evergreen School District	No. District not aware a policy is required. District has a practice of not having married couples working at the same locations.
Franklin McKinley	No.
Fremont Union	No. District has not had an issue with “romance in the workplace”. It does have an impact on the District.
Gilroy Unified	No. Per Board By-Law 4119.1, Board does not feel that an employee’s personal life is a concern of the District, except when it impacts performance. Policies are in place to handle these situations.
Lakeside Joint	No. Not needed or required.
Loma Prieta Joint Union	No. Not found necessary.
Los Altos	No. Not a topic to be addressed at the district.
Los Gatos-Saratoga Joint Union	No. District believes its “Professional Standards” & “Code of Ethics” are sufficient to address this situation.
Los Gatos Union	No. Problems addressed through sexual harassment policies.
Luther Burbank	No. Claims to have policies that deal with performance issues arising from employee relationships.
Milpitas Unified	Yes.
Moreland	No. Not recommended by Board or management.
Morgan Hill Unified	No. If there is a concern about the relationship between a District employee & his/her supervisor, supervision is transferred to another manager if there is merit.
Mount Pleasant	No. Not an issue.
Mountain View Whisman	No. Claims the District’s Sexual Harassment & Conflict of Interest policies address the situation.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 10
	Does your school district have a “romance” in the workplace policy? If yes send a copy.
Mountain View-Los Altos Union	No. BP 4112.8 addresses concerns about workplace relationships that could impact the District. Supervisors are required to attend training on sexual harassment & potential issues with workplace romances.
Oak Grove	No. No policy, as it has not been a concern or issue requiring attention.
Orchard	No.
San Jose Unified	No. Utilize sexual harassment laws & policies. Employees are regularly trained on these policies & laws. The Board policy is provided to every employee.
Palo Alto Unified	No. See Sexual Harassment policy & Discrimination policy.
Santa Clara Unified	No. District acknowledges there is a risk if a romantic relationship develops between a supervisor & subordinate; there is a limited amount of control that the District has in such matters. The District abides by the law & provides sexual harassment training to managers & employees every 2 years.
Saratoga Union	Yes. Per BP 4112.8.
Sunnyvale	No. All employees are expected to perform their duties & behave in a professional manner.
Union	No. Does not place relatives in supervisory role with other relatives.
Santa Clara County Office of Education	No. There is a Code of Conduct policy along with Sexual Harassment regulations. A supervisor is not permitted to supervise a relative or spouse.

SCHOOL DISTRICT	QUESTION # 11
	How many friends & relatives of school district employees & board members are currently employed at your district? Please list employee and relationship.
Alum Rock Union	District does not maintain information.
Berryessa Union	Data not compiled.
Cambrian	Thirty-four relatives – spouses, mother/daughters, mother/son, cousins, aunt/niece, siblings. District encourages employees to refer the best-qualified individuals & offers a bonus for any hires, be it a relative, or friend.
Campbell Union	Ten relatives, all spouses.
Campbell Union High School	Data not compiled.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 11
	How many friends & relatives of school district employees & board members are currently employed at your district? Please list employee and relationship.
Cupertino Union	District does not maintain information.
East Side Union	Information not compiled.
Evergreen School District	Sixty-eight related employees.
Franklin McKinley	No data compiled.
Fremont Union	Data not tracked.
Gilroy Unified	Data on the hiring of relatives & friends not compiled.
Lakeside Joint	Four (sister, niece, father & son).
Loma Prieta Joint Union	None.
Los Altos School District	Six staff members (spouses, uncle & niece)
Los Gatos-Saratoga Joint Union	Fourteen spouses, cousins.
Los Gatos Union School District	Four relatives.
Luther Burbank	Six mothers & daughters.
Milpitas Unified	Eighteen relatives including two teachers who are children of a Board member, a clerical substitute who is the wife of a Board member, a father-daughter, a mother-daughter, and spouses.
Moreland	Information not compiled.
Morgan Hill Unified School District	District does not maintain information.
Mount Pleasant	Data not compiled.
Mountain View Whisman	No records maintained. 10 employee relatives are known informally.
Mountain View-Los Altos Union	None. No records kept for relatives or friends employment.
Oak Grove	Data not compiled.
Orchard	6. A teacher is the brother of a Board member. The other relatives are spouses.
Palo Alto Unified	120 relatives (60 couples). PAUSD only tracks spousal relationships.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 11
	How many friends & relatives of school district employees & board members are currently employed at your district? Please list employee and relationship.
San Jose Unified	District does not maintain information.
Santa Clara Unified	Unknown because the District does not have a system to track the information as there is no legal requirement. Applicants are not legally bound to disclose the information.
Saratoga Union	Eleven, including six spouses, three brothers, and mother and daughter.
Sunnyvale	Thirty-six relatives, including spouses, mother-father, son-daughter, siblings, cousin, and aunt.
Union	Twenty-seven relatives. None related to managers or Board members.
Santa Clara County Office of Education	No records compiled.

SCHOOL DISTRICT	QUESTION # 12
	When friends or relatives of current district employees & board members apply for district job openings are they identified as such to the hiring manager/hiring committee? To the School Board?
Alum Rock Union	Not answered.
Berryessa Union	No to both.
Cambrian	No to both.
Campbell Union School District	No to both. In an instance where the candidate is a relative of a Board member, that Board member abstains from voting.
Campbell Union	No to both.
Cupertino Union School District	No to both.
East Side Union High School	No to both.
Evergreen	No to both.
Franklin McKinley	No to both.
Fremont Union	No to both.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 12
	When friends or relatives of current district employees & board members apply for district job openings are they identified as such to the hiring manager/hiring committee? To the School Board?
Gilroy Unified	Yes. If candidate is a relative of an interview panel member he/she is replaced on the panel. No candidate is identified as a relative of a District employee or Board member. If the Supt. becomes aware of a conflict of interest with a Board member he/she communicates with the affected Board member before they appear on a Board meeting agenda. The Board member is informed that under District By-Law 9270, he/she refrains from voting on any personnel items that may affect a relative of that Board member.
Lakeside Joint	Yes to both.
Loma Prieta Joint Union	No to both.
Los Altos	Yes to both. Interview panel & School Board informally notified when a friend or relative of a current employee has applied for a position prior to approval.
Los Gatos-Saratoga Joint Union	Yes to both. Question is on application. If the answer is 'yes' then the applicant is generally not considered for an interview.
Los Gatos Union	Yes to both. If the relationship were discovered during the interview process it would be disclosed to the hiring manager & the Board. Current applications do not ask the question.
Luther Burbank	Yes.
Milpitas Unified	No for employees. Yes for Board members.
Moreland School District	No to both.
Morgan Hill Unified	No to both.
Mount Pleasant	No to both.
Mountain View Whisman	No to both.
Mountain View-Los Altos Union	No to both.
Oak Grove	No to both.
Orchard	Yes to both. Hiring committee is notified verbally & no relative of an applicant may be on the hiring committee. Board is notified in closed session with job acceptance announced in open session.
Palo Alto Unified	Yes. Required on job applications
San Jose Unified	No to both.

APPENDIX A - continued
District Questionnaire Response Summary

SCHOOL DISTRICT	QUESTION # 12
	When friends or relatives of current district employees & board members apply for district job openings are they identified as such to the hiring manager/hiring committee? To the School Board?
Santa Clara Unified	Not answered yes or no. It assumes the District always knows if an applicant is a friend or relative of a current employee. The rules are different for Board members. It is a practice of the District to notify the members of the Board before recommending the hiring of a known relative of administrative or supervisory employee.
Saratoga Union	Yes to both. The Mgr/Hiring Committee is informed verbally during preparatory meeting before any interviews. Board is notified verbally during closed session.
Sunnyvale	No to both. The classified job application asks the question, if the applicant has any relatives working in the District. There is no such question on the EDJOIN application.
Union	No to both.
Santa Clara County Office of Education	Yes to 1. No to 2. The traditional employment application requires the applicant to identify any family members employed at SCCOE.

APPENDIX B

District Policy on Supervision of Relatives and Superintendent Override

District	Prohibits Direct Supervision of Relatives	Allows Superintendent Override
Alum Rock Union	Yes	Yes
Campbell Union	Yes	Yes
Campbell Union H. S.	Yes	Yes
East Side Union	Yes	Yes
Franklin McKinley	Yes	Yes
Fremont Union	Yes	No response
Gilroy Unified	Yes	No response
Lakeside Joint	Yes	No response
Loma Prieta Joint Union	Yes	Yes
Los Altos	Yes	Yes
Los Gatos-Saratoga Joint Union	Yes	Yes
Los Gatos Union	Yes	Yes
Moreland	Yes	Yes
Mountain View-Los Altos	Yes	Yes
Oak Grove	Yes	Yes
Orchard	Yes	Yes
Palo Alto Unified	Yes	Yes
San Jose Unified	Yes	Yes
Santa Clara Unified	Yes	No response
Saratoga Union	Yes	Yes
Sunnyvale	Yes	Yes
Santa Clara County Office of Education	Yes	Yes

This report was **PASSED** and **ADOPTED** with a concurrence of at least 12 grand jurors on this 14th day of June, 2010.

Angie M. Cardoza
Foreperson

Judy B. Shaw
Foreperson pro tem