# SELECTION AND APPOINTMENT OF EXCHANGE CERTIFICATED EMPLOYEES - ADMINISTRATIVE REGULATIONS

## I. Definition

Exchange certificated employees are regular professional employees of other school districts, states, territories, or foreign countries who are employed by the Pleasanton Unified School District in certificated positions under an exchange program.

## II. Responsibility

The Chief Personnel Officer is responsible for recommending to the Superintendent candidates for exchange teaching positions.

## III. Procedures

A. Employees of the District seeking exchange leave of absence should submit their requests in writing to the Chief Personnel Officer according to Board Policy 4532 concerning such leaves of absence. Recommendations from the school principal and/or immediate institutional supervisor shall accompany such request.

B. Upon the receipt of the request and staff recommendations, the Chief Personnel Officer shall contact the exchange district, school system or sponsoring agency to notify them of the employee's request, the need to establish an exchange agreement, and the need to initiate recruitment of qualified staff who shall be serving in the Pleasanton Unified School District under such an agreement.

The exchange agreement shall be signed by the employee and District concerned and shall include the following items:

1. The exchange is for one year only unless extended one additional year by unanimous consent of both local governing boards.

2. The employees released to participate in the exchange program should be obligated to return at the completion of the leave to their respective school systems for a period of no less than three years.

3. The exchange certificated employee shall be on the payroll of the school system where the service is to be rendered. The amount of compensation, fringe benefits, retirement benefits and insurance coverage shall be in accordance with the policies and regulations of the district where service is to be rendered.

4. The certificated employee shall meet or become qualified for the appropriate

credential and legal requirements established by the state or national agency having jurisdiction over the local school system where the service is to be rendered.

5. Recruitment of candidates is the responsibility of the exchange school system or agency. Selection of candidates is the responsibility of the system where service is to be rendered.

C. When approval has been reached on the exchange agreement, exchange school systems will supply the Chief Personnel Officer with a list of suitable candidates together with the candidates' confidential papers and references.

D. Upon receipt of the list of candidates and confidential papers, the Chief Personnel Officer shall establish a screening committee composed of the principal and/or supervisor of the school or department where the vacancy occurs and one or more representatives of the instructional staff. The committee shall review the candidates' qualifications and make recommendations to the Assistant Superintendent of the candidate(s) to be interviewed.

1. Selection of exchange certificated personnel shall conform where possible to the same policies and guidelines governing regular certificated personnel as described in Board Policy and Administrative Regulations 4110. In all cases the candidate must meet the Board's requirements for holding a certificated position in California:

   a. He/she must hold or be qualified for an appropriate California credential for the certificated position.

   b. He/she must undergo a physical examination prior to beginning his/her duties to determine that he/she is free of active tuberculosis by a physician or surgeon that is licensed under Chapter 5 of Division 2 of the California Business and Professions Code.

   c. He/she must complete such statements of non-membership in the Communist Party as prescribed by California Education Code.

2. The requirement of a personal interview with candidates for exchange certificated positions may be waived by the District Superintendent in the case of exchange personnel from foreign countries if a suitable substitute; e.g., interviewed by proxy, conference calls, etc., can be arranged. Where no suitable substitute can be used, the cost of transportation and per diem expenses connected with a personal interview shall be borne equally by the districts and candidates involved.

Legal Reference: EC 44853

ADOPTED: 10-73, 6-28-88
REVIEWED: 1-22-86

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA