

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Personnel
SERVING ON AN OUTSIDE AGENCY COMMITTEE AND/OR BOARDPolicy Statement:

The Fresno County Superintendent of Schools (FCSS) mission is to serve and advocate for the education of all children in Fresno County. Furthermore, the County Superintendent desires to maintain high visibility and influence on quality educational programming and decision-making at the local, state, and national level. Therefore, the County Superintendent encourages employee involvement on outside committees/boards that represent the perspective and priorities of the FCSS. To ensure the committee/board work aligns with the overall vision of the FCSS, the following shall be the policy for FCSS employees to obtain approval to serve on and/or chair a committee/board as a representative of the County Superintendent.

QUICK LINK

[Serving on an Outside Agency Committee and/or Board Request Form](#)

DEFINITIONS

Board: The governing body with jurisdictional powers over a committee.

Committee: a group of people who meet to make decisions, plans or advisory recommendations for a larger group or organization that they represent.

Officer: Individuals, appointed or elected by the Board or Committee who oversee specific business functions for the Board or Committee based on their background and expertise.

When FCSS employees are asked to participate in committees/boards related to education for agencies or other organizations outside of the FCSS or when an employee is interested in serving on an outside agency committee/board, the employee must first obtain approval prior to serving on any committee/board outside of the FCSS during prescheduled work hours, or as a representative of the FCSS.

The approval process shall be documented on the employer generated form titled "Serving on an Outside Agency Committee and/or Board Request Form" and include the following:

- An explanation of the focus, goals and objectives of the outside agency and the connection to the FCSS.
- The timeframe the employee intends to serve on the outside agency committee/board.
- The approval of the requesting employee's immediate supervisor, applicable cabinet member, and the County Superintendent.

If request is approved, it is the responsibility of the employee's immediate supervisor, in conjunction with the applicable cabinet member, to monitor the committee/board work on a quarterly basis with the employee who is serving on the outside agency committee/board.

Should the employee be asked to chair that committee/board or hold any officer role, the employee must seek preapproval by submitting a new request form.

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Should the FCSS appoint an employee to serve on a committee/board or hold any officer role in such organizations, the “Serving on an Outside Agency Committee and/or Board Request Form” must be completed for monitoring purposes.

Pursuant to Superintendent and Board Policy 1160, Political Processes, and Superintendent Policy No. SP HR-1325, Political Activities of Employees, an FCSS employee cannot serve on any outside agency committee or board on behalf of FCSS or during FCSS work hours if the outside agency committee or board urges the support or defeat of any ballot measure or candidate, or otherwise attempts to influence voters. If any outside agency committee or board upon which an FCSS employee serves, urges the support or defeat of any ballot measure or candidate or otherwise attempts to influence voters, the FCSS employee shall immediately resign from such committee/board or shall only participate in such committee/board during the employee’s own personal time and not on behalf of FCSS.

During an FCSS employee’s time serving on any outside agency committee or board during work hours or as a representative of FCSS, the employee may share their opinions and input only as it relates to their expertise connected to their role as an employee of FCSS, and they may not represent themselves as speaking on behalf of the County Superintendent, unless given express prior authorization to do so.”

Adopted:10/25/2022

Amended: 08/01/2023

References:

SP HR-1325 – Political Activities of Employees

SP BP 1160 - Political Processes