

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

January 11, 2022

**FROM**

**JACQUELYN GREENE, Director, Preschool Services**

**SUBJECT**

Standard Employment Contract Templates for Preschool Services Department

**RECOMMENDATION(S)**

1. Approve Standard Employment Contract Templates for the following classifications in the Preschool Services Department for the period of January 11, 2022 through January 10, 2025.
  - a. Center Clerk 12-Month contract term
  - b. Custodian 12-Month contract term
  - c. Food Service Worker 12-Month contract term
  - d. General Maintenance Worker 12-Month contract term
  - e. Health Education Specialist 12-Month contract term
  - f. Preschool Site Supervisor I 12-Month contract term
  - g. Preschool Site Supervisor II 12-Month contract term
  - h. Program Generalist 12-Month contract term
  - i. Program Quality Specialist 12-Month contract term
  - j. Registered Nurse
  - k. Supervising Case Management Nurse
  - l. Supervising Custodian
  - m. Teacher I 12-Month contract term
  - n. Teacher II 12-Month contract term
  - o. Teacher III 12-Month contract term
  - p. Teacher Aide 12-Month contract term
  - q. Center Clerk 9.25-Month contract term
  - r. Custodian 9.25-Month contract term
  - s. Food Service Worker 9.25-Month contract term
  - t. Preschool Site Supervisor I 9.25-Month contract term
  - u. Preschool Site Supervisor II 9.25-Month contract term
  - v. Program Quality Specialist 9.25-Month contract term
  - w. Teacher II 9.25-Month contract term
  - x. Teacher Aide 9.25-Month contract term
2. Authorize the Director of Preschool Services Department to execute the individual employment contracts on behalf of the County.  
(Presenter: Jacquelyn Greene, Director, 383-2005)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). All costs associated with these contract positions are 100% funded by state and federal government grants. Adequate appropriation and revenue have been included in the Preschool Services Department's (PSD) 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

PSD has utilized standard employment contracts for existing contract classifications since 1999 when the Board of Supervisors (Board) approved the transition of PSD employees into County Service.

PSD employment positions continue to be contracted as they are funded by an annual allocation unique to PSD and cannot be absorbed into other County positions. PSD has 9.25-month, 12-month and combination sites depending on the program and curriculum as determined by an annual Community Assessment. Some PSD sites operate both part-day and full-day program options necessitating the need for 9.25-month and 12-month versions of the Teacher II and Teacher Aide II positions. Teacher Is assigned to Early Head Start are all 12-month program options and are Home Base Instructors that provide services at the child's home, not at a PSD site. Teacher IIIs can be assigned to a PSD site, Early Head Start, or other 12-month program options. These positions function as Mentor/Coach for their assigned area, and are not necessarily limited to one location.

Due to the large number of PSD contract staff (approximately 650 during 2021) and the need to fill vacant positions as soon as possible, it is recommended that the PSD Director be granted the authority to execute the individual employment contracts on behalf of the County. Notwithstanding the foregoing, either party may terminate the employment contract at any time, without cause, with 14 days prior written notice to the other party. The County may terminate employment contracts immediately for just cause.

These standard employment contract templates reflect the wages, hours, and other terms and conditions of employment resulting from the Memorandum of Understanding approved by the Board on May 19, 2020 (Item No. 41) and negotiated thereafter.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on December 15, 2021; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on December 20, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5564) on December 21, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on December 16, 2021; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 22, 2021.

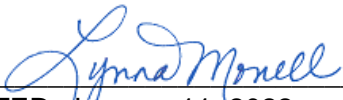
**Standard Employment Contract Templates for Preschool Services**  
**Department**  
**January 11, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 11, 2022



cc: File- Preschool Services Department w/attach's  
LA 01/12/2022