

**DEFINITIONS**

Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.

Management employees are those employees who have significant responsibilities for formulating district policies or administering district programs and who have been designated as management by the School Board.

Supervisory employees are those employees who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, work assignment and discipline.

Board policies and administrative regulations in the 4100 series for certificated personnel apply to certificated management and supervisory employees unless otherwise specified by law, Board policies or administrative regulations, or Board action.

Board policies and administrative regulations in the 4200 series for classified personnel apply to classified management and supervisory employees unless otherwise specified by law, Board policies or regulations, or Board action.

*Legal Reference:*

ALASKA STATUTES

*23.40.090 Collective bargaining unit*

*23.40.250 Definitions*

ALASKA ADMINISTRATIVE CODE

*8 AAC 97.990 Definitions*

*Revised 9/97*

**LOAD/SCHEDULING/HOURS OF EMPLOYMENT**

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

*Legal Reference:*

UNITED STATES CODE

*Fair Labor Standards Act 29 U.S.C. 201-216*

*Department of Labor Relations 29 C.F.R. Parts 511-800*

**PROMOTION/DEMOTION/RECLASSIFICATION**

The Superintendent may promote, demote, and reclassify certificated and classified management employees when such action is determined to be in the best interest of the district.

All decisions concerning promotion, demotion and reclassification shall be based upon the recommendation of the Superintendent or designee and prior consultation with district legal counsel.

The Superintendent or designee shall ensure that the promotion, demotion and reclassification of management employees complies with applicable statutory deadlines and procedures.

*Legal Reference:*

ALASKA STATUTE

14.14.130 Chief School Administrator

14.20.158 Continued contract provisions

14.20.140 Notification of layoff or nonretention

*Revised 9/97*

**TRANSFER/REASSIGNMENT**

The Superintendent or designee shall assess the needs of the district and to assign management personnel to positions which will meet those needs.

**Voluntary Change of Assignment**

In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the School Board encourages management personnel at all levels to apply for transfers and reassignments.

**Involuntary Reassignment of Certificated Administrators**

Involuntary reassignment within the administrator's classification (same job title) may be initiated upon the recommendation of the Superintendent or designee in the best interests of the district.

*Legal Reference:*

ALASKA STATUTE  
14.20.158

*Revised 9/97*

**EVALUATION/SUPERVISION**

**Certificated Management Personnel**

The School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on observation of the employee and assessment of the following criteria:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance, as set forth in the district's performance standards, which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Evaluations from teachers who the administrator supervises, as well as from students, parents, community members and other administrators.
5. Additional factors as determined by the Superintendent or designee.

*(cf. 4315.1 - Competence in Evaluation of Teachers)*

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

**Classified Management Personnel**

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the School Board. The evaluation shall include recommendations for improvement if needed.

*Legal Reference: (See next page)*

**EVALUATION/SUPERVISION** (continued)

*Legal Reference:*

ALASKA STATUTE

14.20.149 *Employee evaluation*

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 *Evaluation of professional employees*

4 AAC 04.200 *Professional content and performance standards*

*Revised 9/97*

**COMPETENCE IN EVALUATION OF TEACHERS**

Note: Pursuant to 4 AAC 19.030 teacher evaluations must be approved by a person who possesses an administrative credential issued under 4 AAC 12.030. Under AS 14.20.149, a person may not conduct a certificated employee evaluation unless: the person holds a type B certificate or is a site administrator under the supervision of a person possessing a type B certificate; the person is employed as an administrator; and the person has completed training in the use of the district's evaluation system.

The School Board believes that the Superintendent is competent to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise. All persons designated as competent to evaluate certificated personnel shall complete training in the use of the district's teacher evaluation system.

Competence in evaluation shall be a factor in the evaluation of administrators who are assigned to evaluate teachers.

The Superintendent or designee shall provide appropriate inservice training in evaluative techniques.

*(cf. 4115 - Evaluation/Supervision)*

*Legal Reference:*

ALASKA STATUTE

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.030 Method for evaluating professional employees

4 AAC 19.060 Evaluation training

4 AAC 04.200 Professional content and performance standards

*Revised 9/97*

**LEAVES**

The School Board recognizes the need to provide for leaves which management, supervisors and confidential personnel may take for justifiable reasons as set forth in state law and regulation. Such leaves shall be authorized pursuant to Board policies and/or administrative regulations, and Board action or individual contract.

*Legal Reference:*

ALASKA STATUTES

*14.14.107 Sick leave and sick leave transfer*

*14.20.147 Transfer or absorption of attendance area or federal agency school*

*23.10.500 - 23.10.550 Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.020 Teachers entitled to pay*

*Revised 9/97*

## **All Personnel**

BP 4161.7(a)

### **CIVIC LEAVE**

The School Board encourages employees to fulfill their civic responsibilities and will accommodate these responsibilities as provided for below. If a conflict exists between a provision of this policy and a legally permissible provision in a collective bargaining agreement, the provision of the collective bargaining agreement will take precedence.

### **JURY OR WITNESS DUTY**

Note: Subject to the terms of a collective bargaining agreement, AS 39.20.270 provides for court leave for any full time employee, whether permanent, nonpermanent, or temporary. The employee is entitled to administrative leave with pay; however, any compensation received for service as a juror or witness shall be deducted from the employee's normal compensation. In 2004, AS 09.20.030 was amended to excuse from jury duty during the school term any teacher who is teaching in a school that is designated as failing to make adequate yearly progress.

Any regularly contracted teacher or other full-time employee of the district who is required to be absent from duty pursuant to a court order, either as a witness or juror, shall receive regular salary/wage for such period of absence less any amounts received for such service. The payroll adjustment will be made at the first payroll period following such service.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

### **MILITARY LEAVE**

Note: AS 39.20.340 provides that an employee, with the approval of the city council or borough assembly, who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay on all days during which the employee is ordered to training duty, as distinguished from active duty, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed 16 1/2 working days in any 12 month period. If an employee is called to active duty by the governor, the employee is entitled to five days leave of absence without loss of pay.

Any regular full-time employee who is a reservist in any branch of the armed forces or a National Guard member shall be granted time off for military training or temporary military service required during the school year. An employee requiring such leave must notify his or her supervisor of the training schedule as far in advance as possible. An employee requiring such leave will receive regular pay during such service, less any military pay earned during that time, for a period authorized by law.

**CIVIL LEAVE**

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. However, eligible employees may use any available paid time off for the absence. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

*Legal Reference:*

ALASKA STATUTES

*09.20.030 Exemptions*

*14.20.340 Military service and previous leaves of absence*

*26.05.075 Reemployment rights of the organized militia*

*39.20.270 Court leave*

*39.20.340 Leave of absence for reserve or auxiliary members of armed services*

*39.20.350 Restoration of reserve members to former positions*

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