

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 Regional 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

Management and Supervisory Personnel

BP 4313.1

LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The Regional 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

LOWER YUKON SCHOOL DISTRICT
Adopted: April 29, 2005

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 Non-retention

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 Regional School Board encourages management personnel at all levels to apply for transfers and reassignments.

Involuntary Reassignment of Certificated Administrators

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| Note: A.S. 14.20.158 protects the authority of the Superintendent or designee to assign a certificated employee to any teaching, administrative, or counseling position for which the teacher is qualified, or to assign the teacher, as is reasonably necessary, to any school in the district. |
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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.

The lateral end-of-year rotation of administrators shall be made only after a meeting between the management employee involved and the Superintendent or designee.

Legal Reference:

ALASKA STATUTE
14.20.158

Revised 9/97

EVALUATION/SUPERVISION

Note: Effective July 1, 1997, all Boards must adopt a certificated employee evaluation system for the evaluation of teachers and administrators. The evaluation system must apply to all certificated employees except the Superintendent. In designing and periodically reviewing the system, the Board must consider input from students, parents, community members, teachers, administrators, and affected bargaining units. A.S. 14.20.149

Certificated Management Personnel

The Regional 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, ASB members, 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 Regional School Board. The evaluation shall include recommendations for improvement if needed.

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 A.S. 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 Regional 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.

Note: 4 AAC 19.060 and A.S. 14.20.149 mandates inservice training in evaluative techniques for all certificated staff.

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

All Personnel

BP 4333
4133
4233

TRAVEL EXPENSES

The Regional School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board. Family members are excluded from any reimbursement by the District. If an employee makes the decision to invite a family, s/he should understand that the District will not reimburse for that family member.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense data.

All out-of-district and out-of-state travel must have prior approval of the Superintendent.

Employees are eligible to receive transportation costs plus \$176 per day, per diem, from October through April, and \$259 from May through September when traveling outside the district. However, if the district pays for housing or meals, either directly or through conference or workshop fees, per diem rates will be reduced accordingly. Per diem will be prorated on one-half (1/2) day basis on the first and last day of travel while on Board authorized school business. The per diem amount will cover all personal expenses such as hotel, food, car rentals, cab fares, etc. Any vehicle rented at district expense must have prior approval of the Superintendent.

(cf. 3300 - Expenditures/Expending Authority)

**LOWER YUKON SCHOOL DISTRICT
Adoption Date: February 28, 2003**

LEAVES

The Regional 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.

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations 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