

RECRUITMENT AND SELECTION

In order to secure quality personnel, the District shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the District. He/she shall locate suitable candidates and make recommendations to the School Board for employment. *Dissemination of vacancy announcements outside of the community is not required.*

No inquiry shall be made with regard to the age, race, color, religion, sex, or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(cf. 4111.1/4211.1 - Affirmative Action)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212.5 - Security Check)

Additions shown in *highlighted italic text*
Deletions shown in ~~strikethrough text~~

Classified Personnel

BP 4212

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent or designee will recommend the appointment of all regular full-time and part-time and regular hourly employees to the School Board. Selection will be based upon competence and will be in accordance with Board policy and administrative regulations and state and federal laws and regulations.

Temporary, substitute, short-term, and student help may be appointed by the Superintendent or designee.

The District personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the District and an employee organization officially recognized to meet and bargain with the Board.

(cf. 6181 - Charter School)

Additions shown in *highlighted italic text*
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Classified Personnel

BP 4213

ASSIGNMENT/CLASSIFICATION

Classified employees shall be assigned by the Superintendent or designee. They shall be required to perform the duties as prescribed in the applicable position specifications unless otherwise directed by the Superintendent.

(cf. 4219.3 - Duties of Personnel)

Legal Reference:

ALASKA STATUTES

23.40.070 *Declaration of policy (PERA)*

Additions shown in *highlighted italic text*
Deletions shown in ~~strikethrough text~~

Classified Personnel

BP 4215

EVALUATION/SUPERVISION

The School Board endorses a continuous program of evaluation of all individuals employed by this District. The basic objective of the evaluation program is the improvement of performance of service to the District.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Additions shown in *highlighted italic text*
Deletions shown in ~~strikethrough text~~

Classified Personnel

BP 4216

PROBATIONARY/PERMANENT STATUS

Employees newly hired in regular classified positions or promoted to higher level classified positions shall be considered probationary employees until having satisfactorily completed the designated probationary period of sixty (60) working days.

Regular classified employees who have satisfactorily completed the designated probationary period shall become permanent classified employees of the District.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Additions shown in *highlighted italic text*
Deletions shown in ~~strikethrough text~~

Classified Personnel

BP 4217.2

RESIGNATION

Ample notice of intention to resign should be given by an employee who plans to leave District employment. Normally, no less than two weeks notice should be given.

Positive supervisory action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the District, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the School Board, and the resignation shall become effective immediately on receipt by the Superintendent or designee. A resignation received by the Superintendent or designee may not be withdrawn unilaterally by the employee.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

During their term of employment, classified employees shall be subject to disciplinary action (suspension without pay, reduction in pay grade, or dismissal) only for cause. Cause shall include but not be limited to unsatisfactory performance, insubordination, tardiness, absence without leave, substantial noncompliance with applicable laws, regulations, policies, and written rules of the Superintendent, dishonesty, criminal activity, or other similar cause. This provision shall not apply to (1) the expiration of a contract and a decision by the District not to offer another contract or, (2) a no cause termination of a contract as and to the extent provided in the contract of employment.

When initiating disciplinary action as provided for above, the employee shall be provided the following:

1. A statement of the nature of the disciplinary action including the reasons or causes thereof and the rule, policy, regulation, directive or standard that has been violated.
2. A statement of the employee's right to appeal the disciplinary action and the manner and time within which his/her appeal must be filed.
3. A pre-disciplinary meeting at which the employee shall be given notice of the proposed disciplinary action and a reasonable opportunity to respond. Unless circumstances dictate otherwise, the Superintendent or designee shall provide notice of the proposed disciplinary action and schedule a meeting for a reasonable period of time after the delivery of the notice to allow the employee time to prepare a response.
4. Unless determined otherwise by the Superintendent or designee, the disciplinary action shall take effect following the meeting at which the employee's response to the proposed disciplinary action is received.

An employee may, within ten calendar days after the imposition of the disciplinary action, appeal the disciplinary decision to the Board submitting his/her appeal in writing to the Superintendent or designee. The appeal must state the ground(s) for the appeal.

If the employee fails to appeal within the time specified in this policy, the employee shall have waived his/her right to appeal.

The employee shall be informed in writing of the time and place of the meeting at which the Board will consider the appeal. The Board may affirm, modify or revoke the disciplinary action. The decision of the Board is final subject to appeal to Superior Court as and to the extent provided for in the Alaska Rules of Appellate Procedure.

Additions shown in *highlighted italic text*
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Classified Personnel

BP 4231

STAFF DEVELOPMENT

The Superintendent or designee may approve *professional development* opportunities for classified staff to improve job skills, *improve instructional program, to provide training in areas mandated by law*, to prepare for more responsible *opportunities*, ~~higher-paying positions~~ within the District, and to meet qualifications as established by federal and state law.

Such opportunities may include, but are not limited to, the following:

1. Visits to other schools and school districts.
2. Local and state conferences involving other classified personnel.
3. Training classes and workshops offered by private organizations or by the District or other appropriate agency.

Legal Reference:

~~*Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)*~~

OVERTIME PAY/COMPENSATORY TIME OFF

The School Board is committed to compliance with the overtime pay, compensatory time, and record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week or 8 hours per day.

Covered employees. Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

Exempt employees. Certain employees are exempt under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees, such as teachers, counselors, supervisors, and administrators.

(cf. BP 4151 Salary Guides – Exempt Employees)

Hours worked. The District's workweek begins on Sunday and ends on Saturday. Employees are expected to arrive and depart at or about the time specified by the District, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime by time sheet or time card. Employees shall sign and submit all time sheets or time cards to the business office at the end of each pay period.

Overtime pay. Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the District.

Compensatory time. The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the District and employees must agree to compensatory time arrangement. Employees may accumulate a maximum of 240 compensatory time hours while employed by the District. Employees must get the approval of the Superintendent or designee on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.

Authorization for overtime required. Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency.

Additions shown in *highlighted italic text*
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Classified Personnel

BP 4253(b)

OVERTIME PAY/COMPENSATORY TIME OFF (continued)

Work without prior approval. Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

Record keeping and posters. All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The District will display minimum wage posters at each District work site where employees will be likely to see them.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

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

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