

NORTH SLOPE BOROUGH SCHOOL DISTRICT



Classified Exempt Administrative Employees Policy Amendments



Objective

The primary objective of the proposed policies is to meet the Board's goals surrounding the classification of key personnel within the District's central operations. Additionally, the proposed policy amendments will enable the District to streamline their operations and provide flexibility to the Administration in hiring executive level positions.



Definition of Classified Exempt Administrative Employees

For purposes of this policy, "classified exempt administrative employees" shall mean classified employees in positions with direct reporting responsibility to the Superintendent and Classified director level positions on the District's organizational chart.



Proposed Options

Option 1

Proposed Changes to the Existing Policies

- **At-will Classified Exempt Administrative Employees**

Option 2

Proposed Changes to the Existing Policies

- **At-will Classified Exempt Administrative Employee Contracts**



Pros and Cons to Proposed Options

Option 1 – At-will Classified Exempt Administrative Employees Benefits

- **Less Administrative Costs (i.e. employee contracts, legal costs)**
- **Confirmation by the School Board**
- **Provides more flexibility for the District**
- **Provides consistency in the Benefits structure across the District.**



Pros and Cons to Proposed Options Continued

Option 1 – At-will Classified Exempt Administrative Employees Drawbacks

- **At-will employees and can be terminated for any legal reason**
- **May create anxiety for personnel that are accustomed to employee contracts.**
- **At-will employees can leave at any time on short notice (2-week) this may affect stability.**



Pros and Cons to Proposed Options Continued

Option 2 – At-will Classified Exempt Administrative Employee Contracts Benefits

- **Eliminates anxiety for those personnel that have historically received contracts**
- **May provide more stability for the contracted employee as agreements are usually entered annually.**



Pros and Cons to Proposed Options Continued

Option 2 – At-will Classified Exempt Administrative Employee Contracts

Drawbacks

- **Personnel will be Contracted District Employees.**
- **More Administrative Costs (i.e. employee contracts, legal costs for any disputes that may arise on the contract)**
- **Historically such positions have not gone before the Board for Appointment or Approval.**
- **Eliminates flexibility for the District as the District will be legally binded and conform to agreed upon contract with employees.**
- **Provides a greater costs to the District as the employees will be allowed to negotiate their agreements that may provide additional benefits that may not exist for other employees therefore creating inconsistencies of the benefit structure.**⁸



Policy Amendments Under Consideration-Summary

- **Board Policy 4000 Concepts and Roles**
- **Board Policy 4212 Appointment and Conditions of Employment**
- **Board Policy 4213.1 Load/Scheduling/Hours of Employment**
- **Board Policy 4313.2 Promotion/Demotion/Reclassification**
- **Classified Hourly and Exempt Administrative Employee Handbook**



Board Policy 4000 Concepts and Roles

BP 4000 CONCEPTS AND ROLES (All Personnel)

The School Board wishes to establish conditions that will attract and hold qualified personnel who will devote themselves to the education and welfare of the students of the district. The Board desires that teachers pursue excellence within their profession and may provide incentives to teachers of demonstrated ability and expertise that will encourage them to stay in the public school system.

Note: [A.S. 23.40.250](#) defines the terms and conditions of employment which are subject to collective bargaining as: "hours of employment, compensation and fringe benefits, and the employer's personnel policies affecting the working conditions of the employees; but does not mean the general policies describing the function and purposes of a public employer." Districts should consult legal counsel regarding the scope of negotiations and the district's duty, if any, to bargain

The Board believes that its personnel policies must be developed in cooperation with staff in an atmosphere of mutual faith and good will. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees.

The Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.



Board Policy 4000 Concepts and Roles Continued

Role of The Board

The Board:

1. Adopts wage and salary schedules.
2. Approves the employment of certificated personnel.
3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.
4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's decision, or as specified in adopted employee organization bargaining agreements.



Board Policy 4000 Concepts and Roles Continued

Role of Superintendent or Designee

The Superintendent or designee:

1. Nominates for employment all certificated personnel and classified exempt administrative personnel.
2. Appoints all classified hourly personnel.
3. Takes disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.
4. With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved.
5. Proposes salary schedules for staff members not covered by an employee organization agreement, and advises the Board throughout negotiations with employee organizations on all matters under negotiations.

(cf 6181 - Charter School)



Board Policy 4000 Concepts and Roles Continued

Working Relationship Between Board and Superintendent or Designee

The Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with district personnel.

The Board shall refer direct approaches from employees for Board action to the Superintendent or designee for his/her consideration and judgment. The Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

(cf [4144](#) - Complaints)

The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with Board policy.



Board Policy 4212 Appointment and Conditions of Employment

BP 4212 APPOINTMENT AND CONDITIONS OF EMPLOYMENT (Classified Personnel)

The Superintendent or designee shall establish procedures for the selection of qualified candidates and shall appoint individuals to classified positions on a temporary, probationary, or regular basis. ~~The Superintendent shall use the Board approved contract form for classified exempt administrative employees unless otherwise approved by the Board.~~ For classified exempt administrative positions, however, the Superintendent will recommend the appointment of employees to the School Board for the School Board's approval. -For purposes of this policy, "classified exempt administrative employees" shall mean classified employees in positions with direct reporting responsibility to the Superintendent and Classified director level positions on the District's organizational chart. Classified exempt administrative employees are at-will employees and can be terminated for any legal reason.

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.~~

(cf [6181](#) - Charter School)



Board Policy 4213.1

Load/Scheduling/Hours of Employment

BP 4213.1 LOAD/SCHEDULING/HOURS OF EMPLOYMENT (Classified Personnel)

For classified hourly employees, a full workday will be considered seven and one-half hours; a full workweek will be considered 37½ hours. Employees in certain positions, however, will be employed for a shorter workday or other types of schedules. Such schedules will be approved by the Superintendent or designee.

Classified hourly employees will report time to the nearest quarter hour when and in such manner as required by the Superintendent.

Classified ~~contracted~~ exempt administrative employees are expected to observe the hours established as the work day for the office or school in which they work, and to devote such additional hours as necessary in order to carry out their duties.

Adopted 6/01

North Slope Borough School District



Board Policy 4313.2

Promotion/Demotion/Reclassification

BP 4313.2 PROMOTION/DEMOTION/RECLASSIFICATION (Management and Supervisory Personnel)

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 certified management employees complies with applicable statutory deadlines and procedures.



Classified Hourly and Exempt Administrative Employee Handbook

See Classified Hourly and Exempt Administrative
Employee Handbook.



Administration's Recommendation

- The Administration recommends Option 1 and further proposes the first reading of the respective policies and employee handbook.
 - Board Policy 4000 Concepts and Roles
 - Board Policy 4212 Appointment and Conditions of Employment
 - Board Policy 4213.1 Load/Scheduling/Hours of Employment
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 - Classified Hourly and Exempt Administrative Employee Handbook