

Greater Albany SD 8J Board Policy

Code: **GB**
Adopted: 8/22/88
Readopted: 3/12/01, 8/13/07
Orig. Code(s): BP 1730

General Personnel Policies

The district shall maintain written personnel policies as required by statute. Copies will appear in each school's library and office and their availability made known by the superintendent.

The personnel policies of the district will include the following documents:

1. Board policies relating to employment;
2. Administrative rules as formulated by the superintendent;
3. Building rules and regulations as they appear in the various building handbooks and other printed communications;
4. Position and/or job descriptions;
5. The current employee collective bargaining agreements.

The duties of all personnel are subject to the assignment, direction and supervision by the administrator or other person indicated as their supervisor. All reasonable requests by the supervisors shall be considered to be part of each employee's duties and refusal to perform such duties will be considered an act of insubordination and possible grounds for dismissal. The district reserves the right to assign family members or relatives to different buildings if deemed advisable by the administration. Employees will not be assigned to positions where they are supervised by a family member.

Employees of the district are expected to be law abiding and to conduct themselves in a manner that does not adversely effect the district's operation, instructional program, students or other employees. The capability of working satisfactorily with students, parents or guardians¹, administrators and other staff members will also be a requirement of continued employment.

It is understood that the Board requires employees to perform their duties at a satisfactory performance level in order to maintain employment in the district. The determination of that evaluation will be made by the employee's supervisor or supervisors according to the procedures required by law, Board policy, administrative regulation or collective bargaining agreement whichever is applicable. All personnel shall have the opportunity to discuss the judgment made of their performance with their supervisors and to attach a written rebuttal to any written evaluation with which they do not agree.

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, and adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

Those employees who are not covered by a negotiated agreement will continue to have their economic benefits defined by the superintendent or his/her designee, with Board approval. Working conditions will be defined by the administration.

The district will provide liability insurance for its employees as allowed by law. Such protection will be in force only when employees are actively engaged in the performance of their duties.

The administration will compile administrative regulations which will further define the duties and expectations of the district regarding its employees. These regulations will be executed with the understanding that flexibility and administrative discretion are sometimes advisable. It is the desire of the Board to give this discretionary authority to the superintendent regarding the assignment and supervision of personnel and the official acceptance of resignations.

The district will adhere to the laws, governing the process of collective bargaining, fair dismissal for teachers and administrators and legislated employee benefits including sick leave, worker's compensation, unemployment insurance and retirement provisions.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 125.005\(4\)](#)
[ORS 125.300-125.325](#)
[ORS 342.169](#)
[ORS 419B.373](#)
[ORS 653.305 - 653.326](#)
[ORS 659.340](#)

[ORS 581-015-0005\(18\)](#)
[OAR 581-022-0705 \(4\)](#)

Cross Reference(s):

[EBBA](#) - First Aid
[GDB](#) - Classified Staff Employment Provisions