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600 - CLASSIFIED PERSONNEL POLICIES

601 The Human Resources Division and its Organization

The Executive Director for Human Resources, under the direction of the Superintendent, is responsible for the administration and management of procedures required to implement the policies including negotiated agreements of the District's personnel program and the management of the required record keeping to perform this function for all personnel.

602 General Personnel Policy

602.1 Purpose and Scope

- a. The personnel policy of the District provides for the employment of a staff competently trained, physically and mentally healthy, unified in purpose and organization, and devoted to the cause of public education. The policy is specifically directed toward the creation of the best possible educational climate in each unit.
- b. In the event that a direct irreconcilable conflict exists between a provision of this section of the School Board Policy Manual and a duly negotiated, legally permissible provision of a collective bargaining agreement or the Exempt Employees' Administrative Procedures between the Board and a classified employee group, the provision of the collective bargaining agreement or the Exempt Employee's Administrative Procedures will take precedence if the conflicting provisions cannot be otherwise harmonized. It is the intent of the Board that this subsection be strictly construed and limited to situations of direct conflict.

(Policy 602 - Revised November 24, 1986)

603 Personnel Records

At the time of initial employment, each employee shall file with the District a complete transcript of education where applicable and records of any prior applicable experience and verification thereof.

A confidential personnel file of all members of the staff, to be maintained in the Human Resources Division, shall be considered

property of the District. The confidential personnel file may be available to the employee for inspection at reasonable notice upon request and in the presence of the administrator in charge of the Human Resources Division or designee.

604 EEO Policy Statement

The District shall meet all federal, state, and local criteria required to be an equal opportunity employer. It shall be the policy of the District to provide equal opportunity for employment, prohibiting discrimination in employment practices because of race, color, religion, sex or national origin, physical or mental disability, political affiliation, marital status, change in marital status, pregnancy and age. The District shall also promote the full realization of equal employment practices through non-discrimination in hiring, placement, upgrading, transfer, demotion, recruitment, advertisement, solicitation for training, layoff, termination, and all other conditions of employment. (Section 604 - Revised November 12, 2007)

604.1 Sexual Harassment Policy Statements

- a. It is contrary to District policy for any District employees, male or female, to sexually harass another employee by making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an employee's continued employment; or
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
 - (3) such conduct has the effect or purpose of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- b. Any employee who believes he/she has been the subject of sexual harassment should report the alleged act within 120

days after the alleged harassment occurs to his/her immediate supervisor or the Director of EEO/AA under the Superintendent. An investigation of the complaint will be undertaken immediately.

(Policy 604.1 (a and b) - Revised March 16, 1987)

- c. A supervisor, agent or other employee found by the District, after appropriate investigation, to have sexually harassed another employee, will be subject to appropriate sanctions, depending on the circumstances.
 - (1) Sanctions may vary from oral reprimand or written reprimand to suspension or termination from employment.
 - (2) Factors to be considered in imposing a sanction may include the classification of employee involved (i.e., supervisor, manager, etc.), the past work history of the employee, and the circumstances of the particular incident or incidents.

605 EEO Goals

The goal of the District's Diversity Recruitment Plan shall reflect, in all departments and schools, as near as possible, the race, sex, and ethnic composition of the students whose parents reside in the District. All unit principals and designated department supervisors shall annually recommend a written affirmative action plan with timetables which shall be incorporated into a District plan by the Superintendent and submitted to the Board for approval.

610 Employment Procedures

610.1 Recruitment or Promotion

Recruitment or promotion shall be undertaken only after it has been established that the position is set forth and funds are provided in the approved budget, or with approval of the Superintendent.

610.2 Advancement: Basis for Promotion

The Superintendent shall establish and maintain procedures for the discovery and development of suitable candidates for promotion among District employees, as well as through study and approval of such persons' performance and potential and providing opportunity for their training and advancement.

610.3 Qualifications

It shall be the policy of the District to make qualifications and merit absolutely essential for appointment to a position in the schools.

610.4 Requirements Regarding Education, Experience and Age

All employees shall supply acceptable evidence of age, education and job related experience.

611 Recruiting and Selection

The objective in recruitment is to obtain the best qualified classified persons with due consideration to the District's needs and the Diversity Recruitment Plan.

611.1 Publication of Notice of Vacancy

Position vacancy announcements shall be prepared by the Human Resources Division and distributed in the schools, departments and the community organizations. This list of organizations should be updated annually in order to reach as many diverse segments of the population as possible.

611.2 Responsibility

Recruitment of personnel is the responsibility of the Executive Director for Human Resources. Appropriate funds shall be included in the budget for recruitment expenses.

612 Application Procedures

The objective of the application procedure is to assure the efficient facilitation of the selection process. Procedures and forms shall be kept to the minimum essential to secure adequate information.

All applications shall be in writing, in accordance with procedures established by the Superintendent through the Executive Director for Human Resources.

613 Interviewing/Appointment

- a. All applicants for employment may be interviewed by the human resources officer and/or members of the staff designated by him/her.
- b. All appointments in the classified service of the School District shall be made according to merit and fitness to be ascertained, insofar as practicable, by review of an individual applicant's qualifications as submitted on a standard application form, and/or when necessary, by written and/or oral examinations, that meet the standards of bona fide occupational qualifications.
- c. Any examination shall pertain to those matters which reasonably test the capability and fitness of the applicant to discharge efficiently the duties of the positions for which examinations are held. Examinations may be assembled or unassembled and may include written, oral, physical or performance tests, or any combination of these.
- d. In determining the successful candidate for any classified position, the Superintendent may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness or any other qualifications which in his judgment enter into the determination of the relative fitness of the applicant.

613.1 Interviewing

When practicable, the candidates shall appear in person for an interview and such examination as the Superintendent may deem advisable. The Executive Director for Human Resources and/or the appropriate supervisor may conduct such interviews.

613.2 Appointment

In evaluating candidates, information obtained from references, official transcripts, examinations and such other requirements as the Superintendent may deem necessary will be considered.

The Superintendent shall make nominations for selection after review of information and recommendations bearing upon all applications.

In a continuing effort to further ensure the safety and security of students and staff, the District reserves the right to require employees or prospective employees to complete a formal background investigation, which may include a state and federal criminal background check. Some positions within the District will require state and federal criminal background checks.

The Superintendent or his/her designee will identify the positions requiring federal criminal background checks and fingerprinting. Such criteria as position descriptions and the likelihood for unsupervised personal communication or touch with students will be used. A list of these positions will be maintained in the Human Resources Department and available to the public upon request.

(Section 613.2 - Revised June 14, 1999)

614 Qualifications

614.1 Competency in Area of Employment

Employees must meet the requirements of their individual positions as set forth in the classified job description.

614.2 Required Certificate and/or License

Applicants must possess the appropriate certificate and/or license where applicable.

614.3 Special Qualifications

Job applicants for positions in those occupations for which specific age, physical qualifications, health, and training requirements are stated must meet those specified by law or regulations.

614.31 Health Examinations

Health examination requirements are as follows:

- a. School bus drivers are required to file health certificates each year. Physical examinations and/or tine tests shall be required for all other employees.
- b. The Board may require any of its employees at any time to be examined by a physician designated by the Board.

615 Appointment Procedures

The Superintendent shall make or approve all appointments to positions under his/her jurisdiction in accordance with the following procedures:

615.1 Hiring Approvals Required

- a. Recommendations for appointments to permanent and permanent part-time positions must be made to the Human Resources Department.
- b. All appointments to executive or administrative positions must be approved by the Superintendent.
- c. All initial appointments in salary steps above the entry level step must be approved by the Superintendent.

615.2 Filling of Vacancies

Insofar as it is practical and in conformance with negotiated agreements, vacant positions may be filled by promotion.

615.3 Emergency Appointments

The Superintendent may employ temporary employees without election by the Board where such emergency employment is necessary for the welfare of the schools or where the property of the District may be seriously endangered and if funds for such employment have been budgeted.

616 Prohibitions

616.1 Fraud

No person shall willfully or corruptly make any false statement, certificate, mark, or report in regard to any application filed for appointment held in the classified service of the District, or in any manner commit, or attempt to commit, any fraud preventing the impartial execution of these policies and rules.

616.2 Payment of Money or Services

No person seeking appointment to, or promotion in, the classified service of the District shall either directly or indirectly render, or pay any money, service or other valuable gift to any person for, on account of, or in connection with, an appointment, proposed appointment, promotion, or proposed promotion.

616.3 Political Endorsement

No employee shall seek or attempt to use any political endorsement in connection with any appointment to, or preferment or advantage in connection with, a position in the classified service of the District.

616.4 Penalty for Violation

Violation of any of the above prohibitions shall be grounds for rejection of application or dismissal.

616.5 Observance of Rules and Regulations

All employees shall be responsible for observing all provisions of the law, State regulations, Board policies and rules and procedures pertinent to their activities as employees of the District.

616.6 Drug Free Workplace

It is the policy of the Anchorage School District to achieve and maintain a safe work environment free from the influence of alcohol and drug abuse through education, intervention, and disciplinary measures (where appropriate) in order to assure the safety and protection of employees, students, volunteers, and

facilities. The District prohibits the possession, use, distribution, or sale of alcohol or illicit drugs in the workplace or when conducting District business and requires employees and volunteers to be free from the influence of alcohol and illicit drugs upon entering District facilities or vehicles. The District cannot tolerate impairment of employee performance from the use of alcohol, drugs or other unlawful substances including abuse of prescription drugs. The Administration will establish necessary procedures or negotiate collective bargaining agreements which implement this policy.

(Section 616.6 - Added September 11, 1989)

617 Nepotism

No person may be assigned to a department or unit where he/she would be in a supervisory relationship with another member of the immediate family or with an individual with whom the employee has a romantic relationship. If two employees in the positions described above marry, they shall give immediate written notice of the marriage to the Superintendent. At an appropriate time, one of the spouses will be transferred to another assignment within the District. The decision as to which spouse is transferred shall be made by the Superintendent and shall take into account and be based only on consideration of:

- a. The relative needs for the respective services of the spouses in the department, school unit, or office involved;
- b. The ability to offer the transferring spouse comparable employment in terms of salary and services to be rendered;
or
- c. The preference of the spouses.

No transfer shall be made if there is no comparable employment in terms of salary and/or services to be rendered or if, in the discretion of the Superintendent or designee a hardship to function or program would be caused by such transfer.

Members of the immediate family of Board members shall not be employed by the District, except upon written approval of the Commissioner.

Members of the immediate family of the Superintendent shall not be employed by the District except upon written approval of the Board.

(Section 617 - Revised January 9, 2006)

617.1 Fraternization

- a. Romantic relationships between employees in supervisor-subordinate relationships increase the likelihood of sexual harassment in the workplace and create morale problems resulting from actual or perceived favoritism. Such relationships can also create a conflict of interest where personal loyalties interfere with obligations owed to the District and its students. Because of this, these relationships are detrimental to the District's educational mission.
- b. It is misconduct, subject to disciplinary action, for a District manager, supervisor, principal or any employee in a position of authority to engage in a romantic or amorous relationship with any employee over which he/she has direct authority. It is also misconduct for any District manager, supervisor, principal or any employee in a position of authority to participate in the evaluation of, or employment decisions involving, another employee, or job applicant, with whom the supervisor has a romantic relationship.
- c. Disciplinary action for a District manager, supervisor, principal, or any employee in a position of authority who violates this policy may include involuntary transfer, reassignment, demotion, suspension or termination, as appropriate.
- d. A District employee who is engaged in a romantic relationship that is covered by this policy shall not be considered in violation for the continuous duration of the relationship, provided the relationship existed prior to the first public notice of this policy and continued through its effective date.

- e. The Superintendent shall develop procedures for those instances in which a consensual romantic relationship is desired between a District manager, supervisor, principal, or employee in a position of authority and an employee within the supervisor's direct authority. Upon request by both parties to pursue a consensual relationship, the Superintendent may take appropriate action, to include reassignment, so that the concerns addressed in this policy are avoided.

(Section 617.1 - Approved January 9, 2006)

620 The Classification Plan - Duties and Responsibilities

621 Development of the Plan

The Superintendent shall direct the Executive Director for Human Resources to prepare and maintain a position classification plan which shall provide a complete inventory of all positions in the classified service, and accurate descriptions and specifications for each position. The plan shall standardize titles, each of which will be indicative of a definite range of duties and responsibilities and will have the same meaning throughout the classified service to the extent that similarities exist. The classification plan, and any revisions thereto, shall become effective when approved by the Board.

622 Composition of the Classification Plan

The classification plan shall consist of:

- a. A grouping of similar jobs under common position titles on the basis of duties and responsibilities;
- b. Position titles, indicating the type of work which will identify each job group;
- c. Records showing the pay range assigned to each position;
- d. Written description for each position containing:
 - (1) a summary of the nature of work and relative responsibility of the position,

- (2) illustrative examples of work performed in the position,
- (3) specifications in knowledge, abilities, education and skills necessary for performance of the work, and
- (4) a statement of the training and experience considered desirable for candidates applying for employment in the position.

623 Use of the Classification Plan

The classification plan shall be used:

- a. In recruitment effort;
- b. As a guide in preparing any examinations that may be given to measure the abilities needed to perform the work of the position;
- c. In determining lines of promotion and developing any employee training program;
- d. In determining salaries to be paid for various types of work;
- e. In determining personnel positions in the approved budgets and identifying the employees occupying those positions;
- f. In improving morale by furnishing a basis to award equal pay for equal work; and
- g. As a format for comparison in performance evaluation.

624 Position Title

Position titles and designated code symbols shall be used in all personnel, accounting, budget and fiscal records. No person shall be appointed to or employed in a position in the classified service under a title not included in the classification plan. Specific working titles used in the course of departmental routing to indicate authority, status in the organization or administrative rank may be used additionally for organizational purposes.

625 Maintenance of the Classification Plan

The Superintendent shall charge the Executive Director for Human Resources for the proper continued maintenance of the classification plan so that it will reflect the duties being performed by each employee in the classified service of the District, and the salary range to which each position is allocated. Revisions of position descriptions and reallocation of positions within the approved salary ranges shall be made as follows:

- a. The Human Resources Division shall study the duties and responsibilities of each new position as it is created, and on the basis of this study, shall make recommendation to the Superintendent with regard to appropriate salary range and placement within the classification plan.
- b. The Superintendent may review the duties of any position, and, if warranted, may reclassify the position.
- c. The Superintendent shall review the classification plan annually and, upon the basis of the review, recommend that positions be combined, abolished, established, downgraded or upgraded.

630 Employment Conditions

631 Time Schedules

The workday, workweek and work year of classified personnel shall be approved by the Board upon recommendation of the Superintendent.

631.1 Hours of Work and Payroll Periods

631.11 Workweek

The normal workweek for classified employees shall be 40 hours. The normal hours of business for classified employees shall be from 8:00 a.m. to 5:00 p.m. Monday through Friday, except by special arrangement with the Superintendent.

631.12 Hourly Time Reporting

Time reported on the hourly basis shall be reported to the nearest quarter hour.

631.13 Payroll Cycles

Payroll periods and payment dates for employee groupings shall be determined by the Superintendent.

631.14 Payroll Dates

The delivery date for paychecks may be established by the Superintendent or designee.

631.15 Date Pay Commences

Personnel will be entered on the payroll and pay will accrue from the date of reporting for duty except as specified otherwise by the Superintendent.

631.2 Pay Status

Pay status is defined as time for which the employee is normally paid. Leave with pay and paid holidays shall be included as time spent in pay status.

631.3 Holidays

The following legal holidays, and such other days as may be designated by the Board, shall be observed in the classified service: day before New Year's Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, day before Christmas Day, Christmas Day,.

When a holiday falls on a Saturday, the preceding Friday shall be considered a non-workday; when the holiday falls on a Sunday, the following Monday shall be considered as a non-workday.

631.31 Holidays Worked

Any permanent full-time or permanent part-time employee who is in a pay status on the workdays immediately preceding and

following a designated holiday and who is required to work on that day shall receive double pay.

631.32 Holidays Not Worked

- a. A permanent employee who is in a pay status on the days immediately preceding and following a designated holiday on which he/she does not work, shall be paid for the number of hours normally scheduled for the position at the normal rate of pay; otherwise, he/she shall not be paid for that day.
- b. Temporary and substitute employees are not entitled to receive pay for unworked holidays.

631.4 Overtime

Overtime is defined as all hours worked over eight (8) hours in one day, or 40 hours in one week.

631.41 Premium Pay for Overtime

Overtime pay shall be calculated at the rate of time and one-half for all hours overtime worked with the exception that supervisory or administrative employees shall not be entitled to receive overtime pay. Employees entitled to receive overtime payments who work on Sundays shall be paid double time for such hours worked. (When Sunday is the seventh (7th) consecutive day of work.)

631.5 Rest Periods

Employees in all categories are allowed one (1) 15 minute rest or break period in each four (4) hours worked.

631.6 Anniversary Date

An employee's beginning date of hire as a permanent employee shall establish his/her anniversary date, adjusted for any period in which the employee was on long-term leave without pay for reasons other than accidental injury, illness or required military service.

631.7 Full-time Employment

Full-time employment is defined as employment in a permanently budgeted position wherein the employee works 25 or more hours per week.

631.8 Permanent Part-Time Employment

Permanent part-time employment is defined as employment in a permanent position which regularly requires working less than 25 hours per week.

632 Orientation and Training

632.1 Orientation

Each classified employee shall be fully informed by his/her immediate supervisor of the duties and responsibilities as well as work standards required in the position.

632.2 In-service and On-the-Job Training

In-service training for classified personnel shall be provided from time to time at the expense of the District. On-the-job training shall be given as needed, and recommended by the department heads, or section supervisors.

632.3 Workshops and Meetings

The Board encourages the attendance of classified employees at workshops, conferences, meetings, as approved by the Superintendent. The Board may approve payment of actual and necessary expenses incurred in such attendance.

633 Permanency of Employment

633.1 Probation Status and Probationary Period

- a. An employee appointed for regular full-time employment on initial appointment shall be employed on a probationary basis for the first three (3) months of his/her employment. This period shall be utilized for observing closely the employee's work, for securing the most effective adjustment

of the new employee to his/her position, and for dismissing, if necessary, such an employee whose performance does not meet the required job standards.

- b. The probationary period shall begin immediately upon appointment and shall continue for a period of three (3) calendar months.
- c. At any time during his/her probationary period, an employee, whose performance does not meet the required job standards, may be dismissed. The employee's supervisor shall notify the employee and the Superintendent of such dismissal in writing. There shall be no recourse to dismissal action prior to completion of the probationary period.
- d. Part-time service and time served under a temporary or substitute appointment shall not apply to a probationary period.

633.2 Permanent Appointments

A permanent appointment shall be one which designates planned, continued employment with the District. In general, positions for which permanent appointments are made are those which are ongoing positions regularly provided and recurring in the District's budget, for a minimum of nine (9) months each year. They may be either full-time or part-time.

- a. Permanent full-time employees shall be subject to the provisions governing probationary status and entitled to annual reviews for meritorious pay increases, annual leave with pay, annual lump sum stability payments, in accordance with pertinent negotiated agreements and participation in the Public Employee's Retirement System and the group insurance programs offered by the District.
- b. Permanent full-time employees in positions for which the duty period is determined to be less than 12 months each year shall be paid for only the periods of actual duty as specified by the Superintendent and shall have only pro-rated leave benefits.
- c. Permanent part-time employees shall be annually reviewed for meritorious pay increases, be entitled to annual lump

sum stability payments, if applicable, and participate in the District's group life insurance program. They do not participate in the District's group medical insurance program. They shall be paid only for hours actually worked.

633.3 Temporary Appointments

A temporary appointment designates employment in a situation for which permanency is not anticipated or planned.

- a. Temporary appointees may be employed either full-time or part-time and the rate of pay shall be determined by the District.
- b. They shall not be reviewed for meritorious pay increases, nor be entitled to annual lump sum stability payments nor participate in the District's group insurance programs or the Public Employee's Retirement System.
- c. They shall be paid only for hours actually worked; they shall not accrue sick leave nor annual leave and shall not be paid for unworked holidays.
- d. Anniversary dates shall not apply to temporary appointees and credit for length of service shall remain at zero.

633.4 Substitute Appointments

The District will maintain a substitute list of employees who will be on call to replace a permanent employee who is absent from duty. Selection of a substitute applicant for employment will be determined by the qualifications of the applicant and/or by administering an appropriate test for that classification. The rate of pay shall be at the entry level of the present range of the permanent or part-time employee.

Substitute employees shall not accrue leave, be entitled to benefits, nor be reviewed for pay increases.

633.5 Special Project Appointments

A special project appointment is designated as such by the Superintendent who shall determine and specify the conditions of employment and applicable rules and regulations.

633.6 Student Employees

Students of the District who are employed for such activities as the school lunch program shall be subject to the following provisions:

- a. A negative tine test must be on record for each student before commencing work.
- b. Each student employed for pay must furnish his/her social security number and mailing address before starting actual work.
- c. All students employed in any capacity for pay shall be covered by Worker's Compensation insurance.

634 Supervision

The supervision and assignment of classified employees shall be directed by the Superintendent and/or the appropriate supervisor/principal.

635 Assignments

Each classified employee shall be given specific assignments in terms of duties, work hours and work year, and the expected standards of performance.

635.1 Work Schedules

All work schedules shall be approved by the Superintendent or designee.

635.2 Reporting Procedures

Any employee who must be absent from duty shall notify his/her immediate supervisor of the intended absence in advance if

possible, giving reasons for such absence. Failure to give proper notification may result in loss of pay regardless of sick leave or other coverage. In the event that provisions are stipulated for reporting absence to a central answering service, a secondary notification of the immediate supervisor will be required.

635.3 Unapproved Absences

Unapproved absences will not be tolerated and will be considered sufficient cause for discharge. Employees shall not be entitled to any leave benefits while they are engaged in a strike, work stoppage or other interruption of work. District approval of any absences during a strike will be granted only if the employee submits written documentation acceptable to the Administration within one (1) working day after the employee returns to work.

635.4 Loss of Pay

Absence or suspension from duty of any employee shall result in loss of pay for the period of the absence, except as otherwise provided.

635.5 Absence From Buildings or Meetings

Employees shall not be absent from their respective buildings during duty hours except on official District business or by permission of their immediate supervisor.

636 Reclassification, Promotion, Demotion, Vocational Transfer

636.1 Reclassification

The Executive Director for Human Resources may recommend to approve reclassification for a position to the Superintendent because of a change in the duties involved or the responsibilities assigned to the employee performing the job, or as a result of a classification or wage survey which brings about a new grade or classification for the work being done. When this occurs and the incumbent is retained in the position, that employee may be considered to have been reclassified.

636.2 Promotion

Promotion is the movement of an employee from one position to another in the same vocational field with a higher salary range. The step of the new range shall provide an increase in pay not less than one step of the old range.

636.3 Demotion

Demotion is the movement of an employee from one position to another in the same vocational field having a lower maximum salary limit. Demotion shall be made to the step of the salary range for the new position which corresponds to the step of the range for the position from which demotion was made, except that an employee who was promoted to the position from which he/she is being demoted and is being returned to his/her previous position shall be given the step which he/she would have occupied had he/she not been promoted.

636.4 Vocational Transfer

Vocational transfer is the movement of an employee from a position in one vocational field to a position in a different vocational field. The employee in the new position shall be subject to the requirements for a new hire, including a new probationary period in that position.

637 Evaluation or Performance Ratings

The Administration shall devise and implement an evaluation procedure for determining the competence and accomplishment of classified personnel.

637.1 Purpose of Evaluation

The evaluation and/or performance ratings shall cover the major areas of the employee's responsibilities and duties to the school system. The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated annually.

637.2 Performance Ratings

637.21 Standards of Performance

The Superintendent shall direct the Executive Director for Human Resources to establish and maintain standards of performance for the employees in the classified service of the District, and shall develop and supervise the administration of a system of performance ratings based upon such standards. Standards of performance established as a basis for performance ratings shall have reference to the quality and quantity of work done, the faithfulness of the employee to his/her duties, and such other characteristics as will measure the value of the employee to the District. The Superintendent may review the accuracy of rating reports and may take action to approve the adjustment of the ratings.

637.22 Use of Evaluation and/or Performance Ratings

Each employee shall be notified by the section supervisor of each performance rating in order that he/she may be afforded an opportunity for correcting weaknesses in performance. Performance ratings shall be considered in granting pay increases; in making promotions, layoffs, and demotions; and in taking disciplinary action.

637.23 Performance Records and Reports

The reports and records are confidential and may be inspected only by the employee or a duly authorized representative, by the departmental head of an employee, by any other departmental head or principal who is considering transfer of the employee to his/her own department or school, or by the Superintendent or designee; but they shall not be open to inspection by any other persons.

637.3 Appeal

An employee who believes that an evaluation of his/her performance rating is not a true reflection of his/her performance may request a conference with the Superintendent or designee.

638 Grievances and Complaints

638.1 Grievance Procedures

This policy serves as a general guideline for all employees. Specific grievance procedures are included in the negotiated agreement with each bargaining unit or in the Exempt Employees' Administrative Procedures Manual or the District Diversity Recruitment Plan. Employees are limited to use of one internal grievance procedure for any complaint or dispute.

It is the policy of the District to hear grievances of the employee promptly and fairly. Any employee who believes that he/she has received inequitable or unjust treatment because of some condition of his/her employment may appeal personally, or through a representative, for relief from that condition.

Grievances should first be taken to the immediate supervisor; and, if the matter is not settled, the employee may present his/her case to the department supervisor. If settlement cannot be achieved, or if the matter is beyond the control of the supervisor or department supervisor, the grievance may be appealed to the Superintendent.

At any time within ten (10) days following the review by the Superintendent, the employee may submit a request for further review by the Board. The Board shall summarize its findings and make its findings concerning disposition of the case in a written report to the Superintendent.

These provisions for administrative review of a complaint do not preclude an employee's right to a judicial review of the actions of the Board, and the Superintendent, on a writ of certiorari.

(Section 638.1 - Revised November 9, 1987)

639 Terminations

639.1 Resignation

The Superintendent is authorized to accept an employee submitted resignation upon receipt. Resignations shall be submitted in writing through the immediate supervisor in a manner to be prescribed by the Superintendent or designee.

Reinstatement shall be under the same conditions as a new employee, except as otherwise indicated. All resignations shall be brought to the School Board for confirmation following acceptance by the Superintendent. Reasons and any special conditions for termination shall be provided to the School Board in Executive Sessions prior to the School Board acting on the Personnel Travel Report in public session.

(Section 639.2 - Revised September 10, 1990)

639.2 Layoff

Whenever, because of lack of work or insufficient funds, it becomes necessary to reduce the work force, employees shall be laid off in an order determined by the quality and length of service. The Superintendent and employees concerned shall be given notice of the layoff at least 30 days prior to the effective date. The names of any permanent employees laid off for any of the above reasons shall be given preference in reemployment in their class for a period of one (1) year.

639.3 Position Abolished

Where a position is abolished due to the fact that a position is no longer required, reorganization, or for other reasons, the incumbent employee may be considered for a similar vacant position elsewhere in the District, provided that employee is vocationally qualified. If the employee accepts an offer of another position, no break in service shall occur. It shall be the responsibility of the District to give the employee written notice at least 30 days in advance of the date on which the position is to be abolished.

639.4 Discipline

Dismissal of personnel shall be determined by the Board upon the recommendation of the Superintendent.

The following reasons shall be cause for dismissal:

- a. Unauthorized absence from work for a period of three (3) consecutive working days;
- b. Falsified application;

- c. No physical examination or tine test when required for employment;
- d. Inability or incapacity to perform duties prescribed for the position;
- e. Disability;
- f. Immorality;
- g. Other substantial noncompliance with Board policies, rules and regulations; or
- h. False statement regarding sick leave.

There shall be no recourse to dismissal action prior to completion of the probationary period.

It shall be the policy of the District that all disciplinary action be enacted with fair and equitable treatment and with due process.

Failure to comply with the law or the policies, rules and regulations of the Department of Education or the District, could result in disciplinary action. Depending upon the severity of the infraction, one or more of the following will be administered: oral reprimand, written reprimand, suspension with or without pay, demotion, or dismissal.

Disciplinary action taken other than oral reprimand will be documented in the employee's personnel file.

639.5 Suspension

Any section supervisor or principal may suspend, without pay, a classified employee under his/her supervision for disciplinary reasons, provided that a suspension of more than 30 days in any one (1) calendar year shall be subject to the provisions of Policy 639.6. Within 24 hours of the time suspension becomes effective, a written statement of the reasons for the suspension shall be submitted to the Superintendent and the employee affected prior to the effective date of the action.

639.6 Appeals From Disciplinary Actions

A permanent employee who is demoted, dismissed, or suspended for more than 30 days may address a written request for a hearing to the Superintendent within ten (10) days of the effective date of action. If the Superintendent finds, after a hearing, that procedures established for the action were not followed, he may order whatever remedial action he deems appropriate. In all cases, the employee may proceed in a written appeal as provided in the respective grievance procedure.

640 Compensation and Benefits

641 Compensation

Compensation rates for all classified personnel are based on a comprehensive job classification and pay plan which reflects the complexity of the job itself and the prevailing rates for similar services in Alaska and the Anchorage area.

641.1 Salary Plan and Salary Schedule

641.11 Composition of the Salary Plan

The salary plan shall set forth the basic classified salary schedule approved by the Board. The salary ranges shall consist of minimum and maximum rates of pay and intermediate steps for all positions included in the classification plan. The basis for determining maximum salary rates shall be as set out in the following paragraph.

641.12 Development and Maintenance of Salary Ranges

- a. Salary ranges shall be related directly to the position classification plan, and shall be determined with due regard for the following factors:
 - (1) the ranges of pay for other positions;
 - (2) the relative difficulty and responsibility of the position;
 - (3) the availability of employees in particular occupational categories;

- (4) prevailing rates of pay for similar employment in private establishments and other public jurisdictions in the general area;
 - (5) cost of living factors;
 - (6) financial policy of the District; or
 - (7) other economic considerations.
- b. The Superintendent shall direct the Executive Director for Human Resources to make comparative studies of factors affecting the level of salary ranges, as often as necessary. On the basis of information derived from the studies, he/she shall make proposals to the Board for necessary changes in salary ranges.

641.13 Appointment Rate

The minimum rate established for a position shall be paid upon appointment except as follows:

641.131 Exceptional Qualifications or Scarcity of Eligible Candidates

Appointment above the minimum rates may be authorized if the candidate's supervisor submits reasons in writing to his/her appropriate division administrator and it is approved. Approval will be based upon the exceptional qualifications of the appointee or inability to employ eligible candidates at the minimum rate.

641.132 Rehire

A former employee who has served a probationary period, was separated in good standing, and is recommended for rehire will have benefits as provided in respective negotiated agreements.

- a. Placement shall be made at the salary range and step in effect at the date of the separation.
- b. He/she shall be relieved of serving the probationary period.

- c. The date of his/her rehire will establish his/her anniversary date.

641.14 Salary Increases

641.141 Meritorious Increases

Only permanent full-time employees are eligible for meritorious increases as provided in respective negotiated agreements.

- a. Salary Increases - Increases to the next higher step shall be based upon the standard of performance required by the job assignment at the present salary range as substantiated by the supervisor and approved by the Superintendent. Salary increases shall be limited to one step, and shall not be granted more frequently than once each 12 months.

Time requirements shall be interpreted to mean calendar years irrespective of the number of months per year and/or hours per week assigned to a specific permanent position. This provision shall not apply when an increase is made in accordance with the following paragraph.

- b. Exceptional Performance Salary increases of more than one step or at less than annual intervals may be approved for exceptional performance when supported by written statements from the supervisor and approved by the Superintendent.

641.142 Eligibility or Non-Eligibility in Granting Salary Increases

Each employee's service shall be reviewed every 12 months as provided in "a" to establish his/her eligibility or non-eligibility for a pay increase. In all instances, except as provided in "b" all salary increases shall be for one (1) full step. No fractional increases may be made.

641.143 Recognition for Stability

Recognition for stability applies only to permanent full-time employees. Recognition and payment for stability shall be governed by respective negotiated agreements.

- a. Upon attaining five (5) years employment longevity with the District, an employee earns in addition to other earnings received, an annual lump sum payment amounting to two and one half percent (2 1/2%) of that employee's regular annual earnings for the calendar year as established by placement on the classified salary schedule.
- b. Upon attaining ten (10) years employment longevity, an employee's annual lump sum payment advances to five percent (5%) of his regular annual earnings for the calendar year and continues at that rate for the duration of employment with the District.
- c. The maximum annual income for which the stability payment applies is \$10,000.
- d. In computing years of service, total employment with the District is taken into account, regardless of position or department, or breaks in service. Credit for years of service includes required service in the armed forces of the United States if such service interrupts employment with the District. Stability recognition payments shall be earned on a calendar year basis irrespective of the number of months per year and/or hours per week assigned to a permanent position.
- e. The calendar year in which an employee achieves qualifying years of service establishes the year for which stability payment is awarded.
- f. Stability payments due at the end of the fifth and all subsequent years are paid on a special payroll in January of the following year.
- g. Stability payments awarded at the end of the calendar year and paid in January of the following year are based on the employee's regular earnings for the period July 1 through December 31.

641.15 Special Pay Rates

641.151 Temporary Assignments

A permanent employee who is assigned the tasks of an absent employee shall be paid for such work at the usual rate of pay without regard to the pay rate of the absent employee, except that when substitution in a higher pay range classification occurs for more than four (4) hours the substitute employee shall be paid at the higher rate.

641.152 Call Back to Work

An employee shall be paid one and one-half (1 1/2) times his/her normal hourly wage for a minimum of one hour when called back to work after a regular working day.

641.2 Provisions for Overtime

(Refer to Policy 631.4)

641.3 Compensation for Substitute Employees

(Refer to Policy 633.4)

641.4 Payroll Taxes

Payroll deductions will be made from the gross pay of all classified employees without specific authorization of the employees in accordance with federal, state or local statutes and regulations.

641.5 Travel and Other Official Expenditures

The prescribed rates of pay do not include allowances for official travel or other expenditures incurred in the conduct of District business, or allowances made to employees for the official use of privately owned automobiles. Employees will be reimbursed for such expenses in amounts determined by the Board or Superintendent.

642 Benefits

642.1 Retirement

Classified employees are covered by the Alaska Public Employees' Retirement System if they are permanent full-time or permanent part-time employees, as defined in AS 39.35.680 definitions.

642.11 Alaska Public Employees' Retirement System Provisions

Contributions of employees shall be made by payroll deductions. Every included employee shall be considered to consent to payroll deductions. (AS 39.35.170)

An inactive employee, not on leave without pay status or lay-off status, is entitled to receive a refund of the balance of (1) his employee contribution account; and (2) his employee savings account. If upon termination of employment, an employee has credited service of less than five (5) years and has less than \$1,000 in his employee contribution account a refund of the employee contribution account and the employee savings account must be made. An employee who is reemployed with an employer and whose contributions have not been refunded before reemployment is not eligible for a refund.
(AS 39.35.200(a)(b)).

642.12 Social Security

The District is a participant in the Federal Insurance Compensation Act (Social Security System) and all employees of the District are subject to the provisions of said Act, as amended.

642.2 Employee Benefits

642.21 Group Life and Medical Insurance Benefits

Eligible classified employees may participate in group life and medical insurance programs approved and adopted by the Board.

- a. Group life insurance is carried for those employees who are serving under permanent appointments.

The employee is covered in an amount equal to that employee's annual salary or above to the next even \$1,000.

- b. Eligibility for group medical insurance is limited to those who are employed full-time under permanent appointments.
- c. An employee must be in pay status to be eligible for life and medical benefits. Coverage shall be continued for employees who are not in pay or duty status, under the following conditions:
 - (1) Less than 12 month employees will have automatic coverage when not in duty status (limited to three (3) months per year).
 - (2) Coverage during extended leaves of absence without pay will be maintained, provided the employee pays the predetermined share of the premium in advance.

642.22 Worker's Compensation

All employees are covered and governed under the provisions of Alaska Worker's Compensation Act. Accidents during duty hours, regardless of the extent of injury, should be reported promptly on forms provided by the employee's supervisor.

642.3 Vacations

Vacation schedules shall be arranged which will least interfere with the functions of the District but which will accommodate the desires of the employees.

642.4 Holidays

Except as otherwise provided by the Board, employees may be absent without loss of pay on any holiday duly recognized in the respective negotiated agreement.

650 Leaves and Absences

Absences of classified employees from duty for good reasons shall be covered by leave duly authorized, granted, reported and recorded as required by the policies of the Board and the implementing rules and regulations.

651 Leave With Pay

Leave with pay may be granted only with the prior approval of a unit supervisor subject to the amount of leave accrued and in accordance with respective negotiated agreements.

651.1 Annual Leave

651.11 Annual Leave Accruals

- a. No such leave shall accrue when the employee is on approved leave without pay.
- b. Part-time or substitute employees shall not accrue leave with pay. Part-time employees shall accrue leave on a proportionate basis.

651.111 Maximum Accruable Time

Leave may be cumulative to 60 days and not more. Unused leave in excess of 60 days at the end of a calendar year is forfeited.

651.12 Other Annual Leave Charges - Personal Affairs

In addition to the mandatory leave provision above, accrued leave with pay may be used for personal affairs, including personal illness or death in the immediate family.

651.121 Doctor's Statement

The Superintendent may require that any absence due to illness in excess of three (3) days be supported by a physician's statement that the employee was sick or injured and the employee was incapacitated for work for that period of the absence.

A doctor's statement may be required for all probationary employees for any days taken in case of illness.

651.122 Provisions for New Employees

New employees shall accrue leave in accordance with provisions of Policy 651.11, but may not take any such leave with pay, except in case of illness.

651.123 Minimum Service for Annual Leave

A new employee becomes eligible for taking annual leave upon completing three (3) months of continuous employment with the District.

651.2 Jury Duty or Witness Duty

- a. Jury duty shall be treated as administrative leave from District duty, without loss of longevity, leave, or pay. Service in court when subpoenaed as a witness on behalf of the District or when called as an expert on a matter of District concern or relating to a District function will be treated the same as jury duty.
- b. Fees paid by court (other than travel and subsistence allowance) will be turned in for deposit to the District's general fund, except that fees paid for court duty that occurs on the employee's normal non-work days may be retained by the employee.
- c. Witness service for purposes other than described in "a" or "b" will be covered by annual leave, or leave without pay, and any fees received in this connection may be retained by the individual.

651.3 Professional Leave

Attendance at official meetings where the good of the District is involved shall be considered time on duty within the meaning of this rule, except that such attendance must be approved in advance by the Superintendent.

651.4 District Career Development Leave

651.41 Nature and Purpose

Career development leave may be granted by the Board to District employees to update skills that will assist the District in meeting needs in critical program areas.

651.42 Eligibility and Authority

- a. All regularly appointed members of the teaching, supervisory, classified, professional, or administrative staff shall be eligible for career development.
- b. Career development leave shall be granted at the discretion of the Board on the recommendations of the Superintendent.

651.43 Leave Period

Career development leave may be granted for a period not to exceed one year.

651.44 Administration

651.441 Funding

- a. Budget - The Board may budget each year to implement the career development program, a sum equal to one percent (1%) of the District budget for all salaries.
- b. Fund distribution - Seventy percent (70%) of the budgeted funds will be used for salary and transportation to fund individual recipients. Twenty-five percent (25%) of budgeted funds will be used for in-service education. Five percent (5%) will be used for consultant services to evaluate new programs or practices established to correct or upgrade critical program areas.

651.442 Establishing Needs

The Board shall establish a list of critical program needs each year based on approved goals and objectives.

651.443 Applications

Applications for career development leave shall be made upon a form furnished by the Superintendent. Applications for a year's leave must be filed six (6) months prior to the beginning of the leave. Requests for a semester's or one-half (1/2) year's leave must be filed with the Superintendent's Office four (4) months prior to the beginning of the leave date. Proposals for a lesser period of time

must be filed one (1) month prior to the beginning of the leave date. For emergency purposes the Superintendent may waive the requirements in Policy 651.44.

651.444 Review and Recommendations

- a. Two (2) standing committees, program/teaching personnel and support services personnel, composed of seven (7) members each, will review all proposals and applications in their respective areas and submit recommendations to the Superintendent for Board approval. These standing committees shall be the committees which, in conjunction with the Superintendent, have identified the critical program needs of the District.
- b. Review criteria - In determining appointments for career development leave, the following items shall be considered:
 - (1) The extent of the applicant's professional study, growth, contribution to the critical program area and successful service preceding the request for leave.
 - (2) The extent to which plans or proposals submitted will meet a given critical program area need.
 - (3) A former grantee will not be eligible for a second leave until subsequent service in the District is equal to six (6) times the length of the first (1st) leave period.
 - (4) To be eligible an applicant must have been in service with the District a minimum of one (1) year or three (3) times the length of leave time requested, whichever is greater.

651.445 Compensation and Benefits

- a. The recipient of a career development leave shall be paid on the contracted salary for the year in which the leave is granted, as well as the round trip fare from Anchorage to the place of study.
- b. Recipients shall not be employed while on approved leave.

- c. A recipient of a career development leave shall receive any regularly scheduled salary increases. A grantee shall also be subject to any salary reductions which may be ordered.
- d. A career development leave will not be considered a break in service for tenure, retirement, accumulated sick leave or other employee benefit purposes.

651.446 Return From Leave

- a. A recipient upon return to the District will be assigned to the former position if it is available or a similar position for which he/she is qualified. However, no guarantee is made that the employee will be returned to his/her former assignment.
- b. Beneficiaries of career development leave shall agree to conduct workshops and institutes, as directed by the Superintendent, related to critical program areas for which the leaves were granted.
- c. A recipient who does not serve for a period of time equal to twice the length of leave time after his/her return to the District shall return all monies paid to him/her unless his/her failure to perform services is due to sickness, injury or death.

651.447 Right of Appeal

The Board does not review the applications turned down by the Career Development Leave Committee, but such applicants have a right to appeal to the Board.

651.5 Temporary Military Duty

An employee of the District who is a member of a reserve component of the United States Armed Forces is entitled to a leave of absence without loss of time, or efficiency rating on all days during which he/she is ordered to training duty, as distinguished from active duty, with troops or at field exercises, or for instructions.

652 Leave Without Pay

652.1 General Provisions

652.11 Permanent Full-Time Employees

A permanent full-time employee may, with approval of his/her supervisor and the Superintendent, be granted leave without pay for a period not to exceed one (1) school year, for sickness, disability, military service, or other good and sufficient reasons which are considered to be in the best interest of the District. Military leave shall be granted in accordance with federal and state laws. Extensions (beyond one (1) school year) in unusual circumstances may be authorized by the Superintendent.

652.2 Types of Leave Without Pay

652.21 Extended Military Service

A permanent employee granted military service leave, upon the date he/she is inducted into the armed services for four (4) years or less, will be reemployed on his/her release under honorable conditions from the armed services in a position equivalent to the one which he/she occupied at the time of his/her induction. He/she would be entitled to reemployment within 90 days of release.

660 Recognition of Bargaining Groups (See Policy 147)

The Board shall recognize those unions or associations for purposes of collective bargaining which represent the majority of classified employees as determined by membership lists and/or legal and certified elections.

661 Agreements with Labor Unions and Employee Groups

The provisions of agreements entered into with labor unions and employee groups shall take precedence over the provisions set forth herein.

Any question related to wages and/or conditions of employment not specifically mentioned in an agreement shall be governed by the provisions as specified in these policies and in the District Position Classification and Pay Plan for Classified Employees.

662 Authorized Representatives

Classified personnel serving in any official capacity as representatives of their bargaining unit shall be afforded those privileges as stated in the respective negotiated agreements.

663 Committees or Councils

Classified personnel are encouraged to form committees and/or councils within their bargaining unit to work with the Administration for purposes of advancement of their members and for improvements in the various work areas.

670 Individual Activities

(Section 671 became part of Section 900 - Ethics - September 22, 2008)

(Section 672 became part of Section 900 - Ethics - September 22, 2008)

673 Political or Religious Activity

While District staff members are generally prohibited from engaging in religious activity in the work place during regular work hours and while on official duty, they are entitled to express their personal views or opinions on religious and other matters, providing this expression does not interfere with the rights of others, cause disruption in the work place, or extend into areas utilized by students. The policies and procedures regarding the posting of materials in work place locations shall be followed. (ASD Policy 264.4)

Every staff member in the District shall have the unabridged right - as do other citizens in the community - to be associated as a candidate, supporter, or worker, with any group of citizens engaged in political activity designed to modify, improve, or enhance the educational, social or economic welfare of the community including School Board elections and school revenue issues. The same rights may be exercised by the employee associations representing employees in individual schools or in the school system. However, in pursuing these rights, no employee may violate any act prohibited under the Municipal Ethics Code (AMC Section 1.15.180).

(Section 673 - Revised December 9, 1996)

(Section 674 became part of Section 900 - Ethics - September 22, 2008)

675 Right to Criticize

No rule or regulation of the Commissioner of Education, a local school board, or local school administrator may restrict or modify the right of a classified employee to engage in comment and criticism outside school hours relative to school administrators, members of the governing body of a school or school district, any other public official, or any school employee to the same extent that any private individual may exercise the right. (AS 14.20.095)