

2600 (GDB)

Unaffiliated Personnel

2600 (GDB)

A. Unaffiliated Personnel

Unaffiliated employees include but are not limited to secretaries, technical personnel (IT), food service workers, SAU employees, and others excluding those as otherwise specified by a collective bargaining agreement. The Superintendent shall develop guidelines for the conditions of employment for Unaffiliated employees, which will be published on an annual basis, and may be reviewed by the Board.

*Unaffiliated Professional Personnel such as BCBA's are covered under Policy 2500 (GCA)

B. Hiring

The hiring of Unaffiliated employees is the responsibility of the Superintendent, who is authorized to offer employment in the District.

All new positions and vacancies in the District will be posted for a two-week period unless an emergency arises that, in the District's discretion, should be immediately filled without posting.

C. Assignments

Unaffiliated employees will be assigned to positions by the Superintendent or designee. These assignments shall be made in the best interests of the District. No employee will be assigned to a position for which he/she is not qualified, unless an emergency arises for which this language shall not apply.

D. Evaluation of Job Performance

The Superintendent or designee shall ensure an annual process for performance evaluations. All observations of the work performance of an employee shall be made openly. All written evaluations of an employee will be shown to the employee prior to being placed in the employee's official

personnel file, and the employee shall acknowledge receipt of a copy of the evaluation in writing.

Evaluations, whenever possible, shall be made by a supervisor prior to the conclusion of the school year in which the employee is being evaluated.

E. Staff Training

Unaffiliated employees may request attendance at workshops or training that are specific to improvement related to their assignment. Approval to attend such workshops and participate in courses will be at the sole discretion of the Superintendent or designee. An employee may, at the discretion of the District, be required to attend specific training in order to uphold state mandates and grow professionally.

F. Attendance/Extended Leave of Absence

Requests for an Extended Leave of Absence will be considered by the Superintendent. To the extent possible, requests for Leave of Absence (non-FMLA related) should be made prior to March 1. Approval of such requests will be determined on the merits of the leave on an individual basis. Extended leaves of absence will be dependent upon being able to find and employ a suitable replacement for the duration of the leave.

Attendance is a vital component of serving students and the community. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Attendance may be considered during personnel evaluations.

G. Reduction in Staff

The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the District retains the right to reduce the number of At-Will Unaffiliated employee from the District's staff. The provisions of this policy shall not supersede any rights

afforded to a staff member as specified in an individual contract of employer.

H. Suspension/Termination of Employment

If at any time during the employment of a non-certified unaffiliated employee, there is an indication that the employee is not carrying out their duties as assigned, the employee may be suspended from that duty immediately, and further action, including dismissal, may be recommended by the Superintendent.

Suspension

The Superintendent may suspend a non-certified unaffiliated employee at any time when deemed necessary.

Dismissal

Non-certified unaffiliated personnel may have their employment terminated at any time pursuant to the dismissal terms of that employee's employment contract, for violation of school policy, for violation of any law, or for other matters deemed appropriate by the Superintendent. Non-certified unaffiliated employees are not entitled to a hearing before the board unless that right is expressly granted in the employee's employment contract. If such an employee is entitled to a hearing, the hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01.

Voluntary Termination

Upon retirement or resignation, non-certified unaffiliated personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This requirement may be waived by the Superintendent upon request for justifiable reasons.

Revised: August 2001, June 2007, September 2023