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PORT ALLEGANY SCHOOL DISTRICT

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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: June 16, 1998

REVISED:

301. CREATING A POSITION	
<p>1.Purpose SC 1001 1106leadersh</p>	<p>Administrative positions will be established by the Board in order to provide effective management and ip for the operation of the district.</p>
<p>2.Authority SC 1106</p>	<p>The need for creating administrative positions shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new or additional administrative positions will include: position description clearly descriptive of the duties for which the positions were created; a title that conforms with the appropriate certificate if such certification is required; and supporting data and other rationale incidental to the recommendation for such a position.</p>
<p>SC 1075 1142</p>	<p>The initial salary or salary range for new posi tions shall be determined by the Board at the time of creating such positions based upon the recommendation of the Superintendent and supporting documentation.</p>
<p>SC 652</p>	<p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the most effective management of the affairs of the district, the number of students enrolled, and the operational needs of the district.</p>
<p>3.Delegation of Responsibility</p>	<p>The Board expects that the Superintendent shall normally be responsible for recommending new or addi tional administrative positions. The Board reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the district.</p> <p>The Board may consider the advice and recommendations of the Board Secretary, the Solicitor, and others in creating new administrative positions.</p>

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/ ASSISTANT
SUPERINTENDENT

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>1.Purpose SC 1001, 1003</p> <p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Selection of a Superintendent, or Assistant Superintendents, is therefore critical to the effective management of the district.</p> <p>2.Authority SC 1071, 1073 1075</p> <p>When the position of Superintendent, or Assistant Superintendent, shall be vacant, the Board shall elect a District Superintendent, or Assistant Superintendent, by a majority vote of all members of the Board, and shall fix the beginning salary and the term of office. Such term may be three, four or five years beginning with the effective date of the appointment to office.</p> <p>SC 1077</p> <p>During the final year of the term of office the Board may notify the Superintendent, or Assistant Superintendent, that it plans to seek applications from other qualified candidates for the position. Such notification shall be given 150 days prior to the end of the term.</p> <p>3.Guidelines</p> <p>The Board recognizes the vital role of the Superintendent in reaching the educational goals of the school district. Therefore, the election of a competent Superintendent is one of the Board's most important responsibilities.</p> <p>When election of a Superintendent becomes necessary, the President of the Board will determine the Board's wishes to promote a qualified candidate from within the district or select a candidate from outside the district staff. When candidates from outside the staff are considered, the vacancy shall be advertised widely throughout Pennsylvania and neighboring states. All applicants will be carefully screened by the Board or by an ad hoc committee of the Board. The Board may decide to enlist the services of the Intermediate Unit or other agency to perform initial screening. Finalists (number to be determined by the Board) shall be interviewed one or more times by the Board or ad hoc committee and references, including former employers, will be contacted. The expenses of a candidate for the first interview will be paid by the candidate; for the second interview, by the Board.</p>
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<p>4. Qualifications</p>	<p>The Superintendent shall hold a letter of eligibility from the Pennsylvania Department of Education.</p> <p>The conditions for issuance as set forth by the State Board of Education are that the person shall</p> <ol style="list-style-type: none">1. be of good moral character,2. hold a diploma from a college or university approved by the Department of Education,3. have completed a graduate course in education approved by the Department of Education,4. have five (5) years of successful teaching experience, and not less than three (3) years of supervisory or administrative experience.
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No. 302-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

DUTIES OF THE SUPERINTENDENT

The Superintendent is the chief executive officer of the Board and is responsible for administering all aspects of the school system in accordance with the policies adopted by the Board and the laws and regulations of the Commonwealth.

Examples of the types of duties performed by the Superintendent are included below.

1. Prepare an annual budget for Board approval
2. Direct and supervise the expenditure of budgeted funds
3. Recommend for employment the professional and non-professional staff in accordance with established board policy
4. Direct the organization of the schools and be generally responsible for the quality of the educational program
5. Implement a system for evaluating the performance of all district employes.
6. Maintain communications with the Department of Education, legislators, and state and regional organizations with interests in education
7. Keep the Board informed of local, state, and federal laws affecting the functions of the school
8. Develop and maintain good relationships within the various groups within the community
9. Perform other duties as determined by the Board

No. 303.1-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

BACKGROUND CHECKS OF PROSPECTIVE EMPLOYEES

Administrative Guidelines

Act 34 has been incorporated into the School Code as Section III. Section III, effective January 1, 1986, requires that applicants for positions present criminal history records as part of their applications.

Specific Implementation Steps

1. Application form

Added to the application form shall be a statement explaining the requirements of Act 34 of 1985. The information from the State Police which the applicant submits may not be more than one year old. (See Application for Employment.)

2. Independent contractors

A notice of the new requirements under Section III shall be sent to all independent contractors who provide services for the School District and who employ people who have direct contact with students (Example - transportation contractors). The independent contractors shall be required to provide information which they receive from the State Police to the School District office for the people whom they employ on or after January 1, 1986. Failure to do so may result in termination of the contract.

3. Review of criminal history record

The Superintendent or his/her designee shall review the criminal history of the applicant. If the record states that the applicant has been convicted of one or more of the following

offenses under Title 18 of the Pennsylvania Consolidated Statutes within five years preceding the date of the report, the applicant shall be disqualified from further consideration: Chapter 25 (relating to criminal homicide), Section 2702 (relating to aggravated assault), Section 2901 (relating to kidnapping), Section 2902 (relating to unlawful restraint), Section 3121 (relating to rape), Section 3122 (relating to statutory rape), Section 3123 (relating to involuntary deviate sexual intercourse), Section 3126 (relating to indecent assault), Section 3127 (relating to indecent exposure), Section 4303 (relating to concealing death of child born out of wedlock), Section 4304 (relating to endangering welfare of children), a felony offense under Section 5902(B) (relating to prostitution and related offenses), Section 5903(C) or (D) (relating to obscene and other sexual materials), Section 6301 (relating to corruption of minors), Section 6312 (relating to sexual abuse of children).

By letter, the Superintendent shall notify an applicant who has been disqualified for having been convicted of one of the listed offenses.

4. Confidentiality of records

All criminal history records which applicants submit shall be considered confidential. For those employed, the criminal history record shall become a part of their personnel file. The School District shall return criminal history records, if offenses are listed, to unsuccessful applicants.

5. Original documents and copies

An applicant may submit a duplicate copy of the criminal history record with the application form; however, before employment is effected s/he must submit the original (not more than one year old) to the Superintendent.

6. Assistance to applicants

To assist applicants who are Pennsylvania residents with the process of obtaining a criminal history statement, the School District shall provide with the application form the specified form SP4-164 Request For Criminal History Record Information which the applicants submit to the Pennsylvania State Police.

To assist out-of-state residents, the School District shall provide the specified form FD-258, Federal Bureau of Investigation Fingerprint Record which the applicant submits to the Pennsylvania Department of Education.

Applicants assume the responsibility of the processing fee of \$10 for Pennsylvania residents and \$24 (\$10 for the SPA-164 and \$14 for the FD-258) for non-residents.

7. Exemption to provisions of this policy

Employees who meet conditions a, b, or c are not required to obtain criminal history statements or records.

a. employed before January 1, 1986

b. employed in a position which does not require direct contact with children

c. employed as part of a job development or training program such as cooperative education or job training partnership) for periods of ninety (90) days or fewer and are under twenty-one (21) years of age.

No. 303.2-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

HIGH SCHOOL PRINCIPAL--RESPONSIBILITIES

The high school principal is directly responsible to the Superintendent for the implementation of Board policy as it relates to the secondary school. The principal is the responsible leader for the school in all of its internal and external relationships and activities.

The principal's duties include but are not limited to the following.

1. Coordinate and supervise the instructional activities of the secondary staff.
2. Assist in recruiting, screening, interviewing, and recommending candidates for professional and nonprofessional positions in the secondary school.
3. Observe and evaluate secondary staff members according to Board or administrative policy.
4. Develop and maintain an instructional program which is articulated between grade levels and meets the curriculum requirements of the State and Board of Education and the school district Board.
5. Recommend to the Superintendent the assignment, transfer, promotion, or dismissal of employees assigned to the secondary school.
6. Evaluate the instructional program through a formal testing program and other appropriate methods.
7. Plan and implement inservice activities for the secondary staff.
8. Prepare the master, student, and teacher schedules.
9. Develop and maintain a student discipline policy which

creates an educational climate conducive to maximum student learning.

10. Plan and supervise the interscholastic activities in accordance with the policies of the Pennsylvania Interscholastic Athletic Association.
11. Maintain positive public relations with the community as a representative of the school district.
12. Make recommendations to the Superintendent for necessary repairs and improvements to the high school building and grounds which will enhance the educational climate and safety for students and staff.
13. Schedule the building and grounds for extra-curricular and community use.
14. Plan and direct the daily activities of the school so that instructional activities are performed as planned.
15. Advise and assist the Superintendent in preparing the annual budget as it relates to the secondary schools.
16. Perform other duties which are designed to improve the secondary school programs or are directed by the Superintendent.

No. 303.3-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

ELEMENTARY BUILDING PRINCIPAL

The Elementary Building Principal is a full-time elementary teacher who assumes the added responsibility of assisting the Elementary Supervisor in the efficient operation of the elementary school. The Building Principal is directly responsible to the Elementary Supervisor in performing assigned tasks. Responsibilities shall include but not be limited to the following tasks.

1. Assist the Elementary Supervisor in curriculum planning and the improvement of instruction.
2. Assist in evaluating present practices and procedures and recommend changes to improve the operation of the elementary educational program.
3. Schedule and coordinate daily building schedules to accommodate and support special events and activities.
4. Assist in interpreting systemwide programs, practices and policies to the elementary staff and implementing them within the elementary building.
5. Assist in preparing the schedule of assigned duties for elementary teachers such as cafeteria duties, playground, bulletin board displays, and the like.
6. Act as the school liaison to the Elementary Parent-Teachers Organization.
7. Assist the Elementary Supervisor during the budgetary process in determining the needs of the elementary staff for general supplies, audio-visual equipment, and other instructional and non-instructional equipment.
8. Coordinate the procedure for the maintenance and repair of the audio-visual equipment through the

Intermediate Unit 9 repair services.

9. Develop and implement a system for the staff to share equipment and supplies in an effective and efficient way.
10. Develop and maintain an effective school safety patrol program.
11. Assist in scheduling, conducting, and evaluating building fire drills at least once during each thirty day period.
12. Assist the Elementary Supervisor in maintaining effective pupil discipline procedures in compliance with district policy.
13. Assist the Elementary Supervisor in establishing and maintaining effective procedures related to such functions as pupil records, lunch token sales, catalog files, and picture sales.
14. Establish and maintain effective procedures to provide appropriate coverage for early and late bus students.
15. Serve as contact person in scheduling the building for the use of community organizations and providing for access and proper supervision according to Board policy.
16. In the absence of the Elementary Supervisor, perform necessary administrative tasks and, if warranted, refer matters to the Superintendent.
17. Perform other tasks assigned by the Elementary Supervisor which are related to the operation of the elementary school building and are appropriate to the time available.

No. 303.4-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

ELEMENTARY SUPERVISOR--RESPONSIBILITIES

The Elementary Supervisor is directly responsible to the Superintendent for the execution of school policy as it concerns the elementary school.

The Elementary Supervisor shall

1. develop and maintain an instructional program which is articulated between grade levels and with the junior high school, and meets the curriculum requirements of the State Board of Education and the school district Board of School Directors.
2. evaluate the instructional program through a formal testing program and other informal methods.
3. assist in recruiting, screening, interviewing, and recommending candidates for all positions in the elementary schools.
4. plan and supervise orientation programs for new employees in the elementary schools.
5. plan and supervise the selection and use of textbooks and other educational materials and equipment in the elementary schools.
6. interpret the elementary programs and activities to teachers, individual parents, parent and other community groups.
7. observe and evaluate teachers and all other employees assigned to the elementary schools.
8. recommend to the Superintendent the assignment, transfer, promotion, or possible dismissal of all employees assigned to the elementary schools.

9. develop and maintain an educational climate conducive to maximum student learning.
10. approve and evaluate all student fund drives and other related student activities.

11. advise and assist the Superintendent in developing the annual budget as it relates to the elementary schools.
12. inspect the elementary buildings and grounds and make recommendations to the Superintendent for necessary and desirable repairs and improvements, particularly in relation to student safety.
13. perform other tasks related to the elementary schools as directed by the Superintendent.

No. 303.5-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

BUSINESS MANAGER - RESPONSIBILITIES AND DUTIES

The Business Manager is responsible for managing and conducting all aspects of the district's business operations within the purview of the Superintendent and Board policy. Responsibilities shall include the business functions relating to the operation of cafeteria, buildings and grounds, transportation, and activity accounts.

The Business

Manager is directly responsible to the Superintendent and shall keep him/her apprised of the district's financial status on a continuing basis.

The duties include but are not limited to the following.

1. Prepare and manage the annual district budget in consort with the Superintendent.
2. Prepare all budgetary transfers, adjustments, and year-end closing entries.
3. Prepare and make available all accounts legally required by local and state auditors.
4. Prepare the annual financial report with the assistance of the local auditor.
5. Prepare monthly reports of revenues and expenditures and attend monthly Board meetings as directed by the Superintendent.
6. Administer the district's investment program in consort with the Superintendent.
7. Function as an integral part of the administrative team.
8. Supervise the preparation of the payroll.

9. Administer employe benefit programs.
10. Maintain records and prepare and file quarterly and annual reports relative to withholding taxes and retirement in accordance with federal and state requirements.
11. Act as the district's representative on the Seneca Highlands Intermediate Unit 9 Cooperative Purchasing Board.
12. Compile specifications for supplies, equipment, and repairs; and advertise and secure bids in accordance with legal requirements in consort with the Superintendent's Office.
13. Supervise the district purchase order system.
14. Maintain adequate accounting and internal office control procedures and recommend to the Superintendent improved procedures when appropriate.
15. Maintain all accounting records for receipts and expenditures of funds and supervise the preparation of required reports for all state and federal programs as required by the Single Audit Act.
16. Maintain appropriate inventory records as they relate to insurance and appraisal.
17. Oversee the operation of the district's computer network.
18. Administer the debt service program and manage cash flow.
19. Administer the district's insurance programs in cooperation with the district's broker of records.
20. Perform the required functions relating to student transportation including participating in negotiating annually with contractors, calculating daily rates for each bus, making gasoline price adjustments, and preparing all required state and federal reports.

21. Supervise the business functions relating to the cafeteria services and report to the Board the financial status of the cafeteria account.
22. Perform other duties directed by the Superintendent which are appropriate with the functions of a school Business Manager.

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF ADMINISTRATORS

ADOPTED: June 16, 1998

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
1.Purpose	<p>The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.</p>
2.Authority SC 1142, 1146	<p>The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.</p> <p>For purposes of this policy, administrative positions shall be deemed to be: all building principals, business manager, supervisor of buildings and grounds and cafeteria manager.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p>
SC 1109	<p>No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.</p>
SC 111	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p>
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:</p>
Pol. 104 P.L.88-352 (Title VI)	<p>S/He shall recruit and recommend applicants in accordance with Board policy and state and federal law.</p> <p>Staff vacancies which represent opportunities for professional advancement or</p>

<p>P.L.92-318 (Title IX) SC 1109</p> <p>School Code 111, 1101, 1106, 1109, 1111, 1121, 1142, 1146, 1341, 3706</p> <p>Federal Regulations P.L 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Board Policy No. 104</p>	<p>diversification shall be made known to district personnel so that they may apply for such positions.</p> <p>S/He may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>S/He shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: June 16, 1998

REVISED:

308. EMPLOYMENT CONTRACT	
1.Purpose SC 1121	<p>Administrative employes who are certificated and who are covered by tenure law must have an employment contract that is in conformance with the School Code. Noncertificated and nontenured administrative employes are generally covered by an employment contract that sets forth certain elements considered essential to such contracts. This policy establishes considerations for both categories.</p>
2.Authority	<p>The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employe.</p>
3.Guidelines	<p>It shall be the policy of this school district that all administrative employes shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>The contract shall specify those matters contained in statute for certificated administrative employes and other conditions consistent with this policy. For noncertificated administrative employes the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <ol style="list-style-type: none"> 1. the beginning compensation 2. term of employment and work period for which compensation will be paid 3. a statement of seniority rights, if any. <p>The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employe.</p>

308. EMPLOYMENT CONTRACT - Pg. 2

<p>School Code 1121, 1178</p>	<p>The Board shall be notified of any misunderstanding arising from the application of a given contract.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 16, 1998

REVISED:

	309. ASSIGNMENT AND TRANSFER
1.Purpose	The assignment and transfer of administrative employes within the district shall be in accordance with the adopted organization chart of the district and shall conform to these guidelines.
2.Authority	The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another.
3.Delegation of Responsibility	The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which vacancies shall be publicized to all appropriate employes.
School Code 511	

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: June 16, 1998

REVISED:

310. ABOLISHING A POSITION	
1.Purpose SC 1106	It is the responsibility of the Board to provide the administrative staff necessary for the implementation of the educational program for the children of the district and for the proper operation of the schools and to do so efficiently and economically.
SC 1124	The Board recognizes its responsibility to maintain administrative staff positions consistent with the needs of the district.
2.Authority	In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program.
3.Guidelines	The abolishment of administrative positions may be brought about by many facts, such as decline in student enrollment, and/or changes in the organization structure of the district.
4.Delegation of Responsibility	The Superintendent shall recommend to the Board annually the number of administrative positions needed for the district to function efficiently. The Superintendent should also be responsible for recommending the abolishment of unnecessary positions.
Pol. 311	Reduction in staff as a result of the abolishment of positions shall be in accordance with law and the procedures set forth in Board Policy 311.

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: June 16, 1998

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
<p>1.Purpose SC 1124</p>	<p>Maintenance of an administrative and supervisory staff appropriate to effectively manage the affairs of the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.</p>
<p>2.Authority SC 524 1125</p>	<p>The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary and in accordance with law.</p>
<p>3.Delegation of Responsibility SC 1125.1</p>	<p>The Superintendent shall develop administrative procedures for the reduction of staff in accordance with this policy and with applicable law and which ensure the following:</p>
<p>SC 1123</p>	<p>The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interest of the district.</p>
<p>SC 1109 1125.1</p>	<p>Data necessary for the computation of each administrative staff member's rating and seniority status shall be recorded and maintained. The rating system shall comply with State requirements where such requirements exist.</p> <p>Standards shall be established for the suspension or furlough of one administrative employe over another when one or more must be suspended. Such standards shall be based upon the background necessary to perform the duties of the affected position; seniority in district; and scope of certifications.</p>

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EVALUATION OF SUPERINTENDENT

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Guidelines</p> <p>SC 1073, 1080</p>	<p style="text-align: center;">312. EVALUATION OF SUPERINTENDENT</p> <p>Regular periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, it is recognized that the Superintendent is entitled to such a review in an objective and straightforward fashion so that his/her leadership may be as effective as possible for the district.</p> <p>The Board will evaluate the performance of the Superintendent periodically.</p> <p>Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.</p> <p>Such criteria may include: the Superintendent's selfanalysis; objectives agreed upon annually by the Board and the Superintendent; the working relationship between the Board and the Superintendent; the Superintendent's relationship with the staff, students, and community; and evaluation interviews between the Board and Superintendent during which no other business is discussed.</p> <p>As an outcome of the evaluation of the Superintendent, the Board should: recognize strengths and assist the Superintendent in capitalizing on them; identify weaknesses and establish a course of action that will assist the Superintendent in improving performance in these areas; establish specific objectives the achievement of which will advance the district toward its goals; and determine the necessity of any action regarding the employment of the Superintendent in accordance with law.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1.Purpose	<p>There shall be a plan for regular and periodic evaluation of all administrative employes, including Assistant Superintendents. The Board shall be informed periodically as to the results of such evaluations.</p>
2.Guidelines	<p>The Board directs that evaluations be performed at least annually.</p>
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures for these evaluations. Prior to the beginning of the period under evaluation, the Superintendent shall inform the administrative employe of the criteria to be used for evaluation purposes. Such criteria may include: individual conferences for evaluation procedures; the employe's self-evaluation; the joint review of his/her job description by the Superintendent and administrative employe; identification of areas of strength; identification of areas of weakness with suggestions for improvement in each; and the opportunity to appeal in writing or personally the results of his/her evaluation.</p> <p>Each evaluation shall include a conference between the Superintendent and the administrative employe. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>The employe shall have the right to submit a written disclaimer of the evaluation following the conference, which disclaimer shall be attached to the report.</p>

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: AIDS

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">314.1. AIDS</p> <p>1.Purpose This policy is designed to safeguard the health and well-being of staff members, and concurrently, to protect the rights of individuals who may be exposed to AIDS.</p> <p>2.Authority The Board is committed to provide a healthful environment for its students and staff.</p> <p>3.Definition AIDS is an acronym for acquired immune deficiency syndrome. As used in this policy, AIDS includes all infections caused by the human immunodeficiency virus (HIV), also called lymphadenopathy-associated virus (LAV) and includes acquired immune deficiency syndrome (AIDS), AIDS related complex (ARC), and asymptomatic infections of these viruses.</p> <p>To resolve questions relative to employees infected with AIDS, the following procedure shall be used:</p> <p>A. For an employee who has tested HIV positive, a recommendation for either a leave of absence or continued employment by the district shall be requested from the patient and his/her physician by the Superintendent.</p> <p>B. If there is reasonable cause to suspect that an employee is infected, a team composed of a schoolappointed physician; a physician who specializes in medical laboratory techniques; the employee's physician; the school nurse; the employe; the Superintendent; and the appropriate building principal, along with the school district's legal representative; shall review each case and may request the individual submit appropriate medical diagnostic evidence of HIV status.</p> <p>C. Risks and benefits to the infected employe and others in the school will be weighed in a manner consistent with the guidelines and recommendations of the United States Health Services Center for Disease Control in Atlanta, Georgia, and the Pennsylvania Departments of Health and Education. The team shall consider the following factors in reviewing the recommendation requested in "A" and "B" above:</p>
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<p>35 P.S. 7601 et seq</p>	<ol style="list-style-type: none">1. The physical condition of the employe as it relates to job performance,2. The type of interaction with others in the school setting, and3. The risks to both the infected employe and others in the school setting. <p>D. Evaluation to assess the needs of the infected individual shall be performed on an ongoing basis.</p> <p>E. The right to privacy, including confidentiality of records, shall be monitored to the extent possible under the circumstances. The Superintendent and school health professionals shall determine, on a need-to-know basis, with the prior consent of the individual, which school personnel shall be informed about the infected individual. All information and records shall be kept confidential by the school personnel involved. Information about the infected individual shall not be disclosed to the general public.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: June 16, 1998

REVISED:

314. PHYSICAL EXAMINATION	
1.Purpose SC 1418	In order to certify the fitness of employes to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all administrative employes will be required prior to employment.
2.Definition	For purposes of this policy, a "physical examination" shall mean a general examination by a licensed physician.
3.Guidelines SC 1418	All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law
SC 1418 Title 28 Sec. 23.43	The Board requires that all employes undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board.
Title 28 Sec. 23.44	The Board will accept an affidavit in lieu of an examination where circumstances warrant such action.
Pol. 315	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employe. Such medical records shall be kept in a file separate from the employe's personnel file. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health." (Policy 315)

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: DISQUALIFICATION BY REASON OF HEALTH

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">315. DISQUALIFICATION BY REASON OF HEALTH</p> <p>1.Purpose Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs and operations of this district are administered by individuals physically and mentally fit for the duties assigned.</p> <p>2.Authority SC 1122 An administrator may be placed on sick leave or retired for physical or mental disability that makes him/her unfit to perform assigned duties.</p> <p>3.Guidelines When an administrator, in the opinion of the Superintendent, is unfit to perform assigned duties in this district by reason of physical or mental condition, the following procedures shall be followed:</p> <p>a. The Superintendent shall present to the Board reasons for questioning the condition of the employe. The employe may be transferred to an available position for which s/he is qualified upon the recommendation of the Superintendent and in accordance with Board policy regarding such transfers. (Policy 309)</p> <p>b. Should the Board determine that the reasons given constitute sufficient cause to order the employe to be examined, said employe shall be given written notice of the need for such examination and an opportunity to appear before the Board, or a committee of the Board, within ten (10) days to explain why such an order will not be followed.</p> <p>c. The Board may offer a hearing which, if accepted by the employe, shall be conducted in accordance with Sections 1127 and 1128 of the School Code if dismissal is indicated or the following rules if dismissal is not indicated:</p> <ol style="list-style-type: none"> 1. The hearing will be privately held. 2. Staff members may present witnesses on their behalf. 3. Witnesses will be called individually and excused after making their statements. 4. Witnesses need not present testimony under oath and will not be subject to cross-
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315. DISQUALIFICATION BY REASON OF HEALTH - Pg. 2

<p>SC 1418</p> <p>School Code 1122, 1127, 1128, 1153, 1154, 1418</p> <p>Board Policy No. 309</p>	<p>examination, but may be questioned by the person presiding over the hearing.</p> <p>5. Staff members may be represented by counsel or an individual of the employee's choice.</p> <p>d. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employee from a list provided by the Board</p> <p>e. The examination shall be conducted within ten (10) days following the hearing.</p> <p>f. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board is furnished.</p> <p>g. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such as cause for dismissal.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

	316. NONTENURED EMPLOYEES
1.Purpose	It is the policy of the Board that certain administrators be employed with the recognition that they are not professional employees and will not attain tenure status.
2.Authority	Effective district operation requires effective supervision by a variety of nontenured administrators. Such administrators are a key part of the district's management force. The present staff includes the following positions that are nontenured: extracurricular and other extra pay duty business manager food service manager superintendent of buildings and grounds
SC 1101	any position in which provision for tenure is not made by law.
School Code 1101	

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: June 16, 1998

REVISED:

317. DISCIPLINARY PROCEDURES	
1.Purpose	<p>Effective operation of the district's programs requires the cooperation of all district employes in working together under a system of policies and rules applied fairly and uniformly to all employes. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.</p>
2.Authority	<p>There shall be established procedures whereby administrative employes shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.</p>
3.Delegation of Responsibility SC 1151	<p>The Superintendent shall promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, suspension, and dismissal.</p>
2 PA C.S. Sec. 551 et seq	<p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> <p>When charges are filed against an administrative employe pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code may vote to discharge any such employe or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.</p> <p>The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.</p>

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Delegation of Responsibility</p> <p>3.Guidelines</p>	<p style="text-align: center;">319. OUTSIDE ACTIVITIES</p> <p>The Board recognizes that members of the administrative staff must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. The Board, however, has a responsibility to evaluate administrators in terms of their faithfulness to, and effectiveness in, discharging school duties and responsibilities. Therefore, when nonschool activities impinge upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon his/her responsibilities to the students and to the district's programs.</p> <p>The Board directs the Superintendent to promulgate guidelines so that administrators may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p> <p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment, reside with and may be claimed by the district. 2. Do not use school property or school time to solicit or accept customers for private enterprises. The Board does not endorse, support, nor assume liability for any staff member from this school district who conducts nonschool outside activities in which students and employees of this district may participate. 3. Do not campaign on school property in behalf of any candidate for local, State or national office. 4. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONSCHOOL SETTINGS

ADOPTED: June 16, 1998

REVISED:

<p style="text-align: center;">SETTINGS</p> <p>1.Purpose</p> <p>2.Guidelines</p>	<p style="text-align: center;">320. FREEDOM OF SPEECH IN NONSCHOOL</p> <p>The Board acknowledges the right of its employes as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employe's freedom of expression must be balanced against the interests of this district.</p> <p>The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an administrator's expression could conflict with the district's interests. In situations in which an administrator is not engaged in the performance of professional duties, s/he should:</p> <ol style="list-style-type: none"> 1. State clearly that his/her expression represents personal views and not necessarily those of the school district. 2. Not direct his/her expression toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships. 3. Refrain from expressions that would interfere with the maintenance of student discipline. 4. Refrain from making public expressions which s/he knows to be false or made without regard for truth or accuracy. 5. Not make threats against co-workers, supervisors or district officials. <p>Violations of these guidelines may result in disciplinary action up to and including dismissal.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Guidelines</p>	<p style="text-align: center;">321. POLITICAL ACTIVITIES</p> <p>The Board recognizes and encourages the right of its employes, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.</p> <p>The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:</p> <ol style="list-style-type: none">1. No employes shall engage in political activities upon property under the jurisdiction of the Board.2. Political circulars or petitions may not be posted or distributed in school except by U.S. Mail.3. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property.4. When working in a facility of this district used as a polling place on an officially declared election day, do not promote the candidacy of any candidate or political party. <p>District employes who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <p>the discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science;</p> <p>the conduct of student elections and campaigning connected therewith;</p> <p>the conduct of employe representative elections.</p>
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	<p>Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty, or dismissal.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: GIFTS

ADOPTED: June 16, 1998

REVISED:

322. GIFTS	
1.Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2.Guidelines	It is the policy of the Board that administrators may accept gifts of a consumable nature or a nominal value only from students or parents.
3.Delegation of Responsibility	The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations and shall report such instances to the Board on a timely basis.

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SMOKING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>School Code 510</p> <p>Other Cites Act 168 of 1988</p> <p>Goals 2000</p>	<p style="text-align: center;">323. SMOKING</p> <p>The Port Allegany School District health education program is predicated upon developing a sound education and productive living standards. The curriculum will include instruction in the composition, effects, and use of drugs, including alcohol and tobacco.</p> <p>To carry out this policy, to promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products in all school buildings and grounds in the district and on all school vehicles by all persons at all times.</p> <p>This ban extends to all employes, students, and patrons attending any activities, events, programs, and meetings conducted in the buildings or on the grounds. The ban extends to school owned or contracted vehicles. The Board issues this ban in a sincere appeal to all employes, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">324. PERSONNEL FILES</p> <p>1.Purpose It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employe of the district.</p> <p>2.Authority The Board requires that sufficient records be maintained to ensure an employe's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.</p> <p>3.Delegation of Responsibility The Board delegates the establishment and maintenance of official personnel records to the Superintendent. A central file shall be maintained; supplemental records may be maintained for ease in data gathering only, by individual supervisors, principals, or department heads.</p> <p>Only that information which pertains to the professional role of the administrative employe and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.</p> <p>A separate supplemental salaried position personnel file shall be maintained for those employes who provide or have provided service in any of the listed supplemental salaried positions.</p> <p>A copy of each such entry shall be made available to the employe except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>The personnel files may be reviewed periodically by the Superintendent and material no longer required shall be destroyed.</p> <p>Administrators shall have access to their own file. An employe would be notified of items removed from his/her personnel file.</p>
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Personnel who wish to review their own records shall request access in writing; review the record in the presence of the administrator designated to maintain said records, or his/her designee; make no alterations or additions to the record, nor remove any material therefrom; and sign a log attached to the file indicating the date and person reviewing.

Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed and reason for appeal.

The responsible administrator shall: refer the appeal to the administrator directly involved; and hear the appeal and make a determination for review by the Superintendent.

Upon initial employment, the file shall contain: a completed employment application form; a copy of teaching certificate; transcripts; recommendations; Act 34 clearance(Criminal History Record Information) or out-of-state Employment Eligibility Verification (Form I-9); FBI record; retirement registration; annuity forms; insurance beneficiary forms; Loyalty Oath; and other needed information.

During the period of employment, the following data shall be maintained in personnel files in addition to the data required upon initial employment: rate of compensation; completed copy of employment contract; attainment of advanced degrees and effect, if any, on compensation; attendance record; completed evaluations; disciplinary incidents; and special awards or distinctions.

The designee of the administration shall maintain the security and confidentiality of all personnel records.

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>School Code 510</p>	<p style="text-align: center;">325. DRESS AND GROOMING</p> <p>Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.</p> <p>The Board has the authority to specify reasonable dress and grooming guidelines for administrators in accordance with the following: be physically clean, neat, and well groomed; dress in a manner reflecting professional assignment; and dress in a manner that does not cause damage to district property.</p> <p>If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Superintendent.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: June 16, 1998

REVISED:

326. COMPLAINT POLICY	
1.Purpose	<p>Effective management of district affairs requires reasonable and effective means of resolving difficulties which may arise among management level employees. To reduce potential areas of disagreement, and to establish and maintain recognized two-way channels of communication between the Board and management, this policy is established.</p>
2.Authority	<p>The Board intends in this complaint policy to expedite the process for all parties concerned. The policy, therefore, has as its goal(s) the following:</p> <ol style="list-style-type: none"> 1. The policy is intended to be used after an attempt has been made to resolve a difficulty on a face-to-face basis between the parties concerned. 2. The policy is to secure proper and equitable solutions to complaints at the lowest appropriate level, and to facilitate an orderly succession of procedures. 3. There shall be no reprisals of any kind taken against any employe because of participation in a complaint or support thereof.
3.Definition	<p>For purposes of this policy, the terms used herein shall have the following listed definitions:</p> <p><u>Complaint</u> A complaint is any unresolved problem concerning application or interpretation of the policies, rules or regulations of the Board.</p> <p><u>A day</u> A day is any day for which an administrator is contracted to work.</p>
4.Guidelines	<p>Complaints should be discussed in private, informal conference between the parties involved.</p> <p>At least one such private meeting should take place between the parties before the complaint is taken to the next higher level of authority.</p> <p>The time limit provided for in this policy may be</p>

extended by mutual agreement of the parties. Any decision not pursued within the limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

Level One, Immediate Supervisor

A. Within seven days after the occurrence of the act or omission giving rise to the complaint and following an informal discussion as outlined above, the complainant must present his/her complaint in writing to the immediate supervisor.

This statement shall be a clear concise statement of the complaint, and the rule or policy for which there is an alleged violation, the circumstances on which the complaint is based, the person(s) involved, the decision rendered at the private conference, and the remedy sought.

Copies of this statement may be sent to any individuals who may have been present.

B. Within five days the immediate supervisor shall communicate his/ her decision to the complainant in writing. If the supervisor does not respond within the time limit, the complainant may appeal to the next higher level of authority.

Either party to the complaint shall have the right to request a personal conference in order to resolve the complaint. Either party may request the presence of one conferee.

Level Two, Superintendent

A. In the event the employe is not satisfied with the decision in Level One, s/he may appeal the decision in writing to the Superintendent within five days after receiving it.

B. This written statement shall include a copy of the original complaint, the decision rendered by the immediate supervisor, the name of the appellant's conferee, if any, and a clear, concise statement of the reasons for the appeal on the decision.

C. The responding administrator shall communicate his/her decision to the complainant within seven days.

D. Either party in the appeal may request a personal conference within the above time limits. If the decision has not been rendered within the time limits, the complainant may appeal to the next level.

Level Three, Discussion with the Board

<p><u>Miscellaneous</u></p>	<p>A. Within seven days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.</p> <p>B. The Board shall schedule the matter for a hearing at an executive session to be held within ten days following receipt of the appeal.</p> <p>The complainant and/or his/her conferee shall be present at the hearing.</p> <p>C. Within ten days the Board will submit its decision in writing together with supporting reasons to the complainant. A copy shall be furnished to the administrator(s) involved. The decision of the Board is final.</p> <p><u>Provisions</u></p> <p>All documents, communications and records dealing with the processing of a complaint shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">327. MANAGEMENT TEAM</p> <p>1.Purpose The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.</p> <p>2.Authority While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.</p> <p>3.Definitions For purposes of this policy, the terms herein shall have the following definitions:</p> <p>1. <u>Management Team Concept</u> is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.</p> <p>2. <u>Management Team</u> is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition: recommend employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees; direct and supervise other employees; evaluate employees and adjust complaints.</p> <p>3. <u>Management Employees</u> refers to those members of the Management Team.</p> <p>4.Guidelines The objectives of the district's Management Team are to provide input into all policies which directly affect management employees in the administration of the school district and to provide a means of addressing the economic and welfare concerns of management employees.</p> <p>5.Delegation of Responsibility The Superintendent shall guide administrators in the operation of the Management Team.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: WAGE AND SALARY

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 1164</p>	<p style="text-align: center;">328. WAGE AND SALARY</p> <p>The Board recognizes the importance of those administrators and supervisory personnel who implement the policies of the Board. It believes that these personnel are in unique positions to influence the quality of the district's educational programs.</p> <p>Therefore, the Board accepts the goal of maintaining a relationship with this group of employees which will foster effective communication, improve the quality of administrative decisions, provide an appropriate and effective process for resolving conflicts, and will enable all employees to fulfill the responsibilities of their positions.</p> <p>As one means of achieving this stated goal, the Board will initiate an Administrator Compensation Plan. This Plan shall apply to administrative and supervisory level employees who, by virtue of assigned duties are not in a bargaining unit created under Act 195 (the Public Employee Relations Act). It refers to those employees who have significant responsibility for recommending Board policies and administering district programs, who direct, supervise and evaluate employees, who adjust employee complaints, and who recommend concerning employment, transfer, supervision, discharge, layoff, recall, promotion, assignments, compensation, or discipline of employees.</p> <p>The Plan shall not apply to the Superintendent who will be involved in its implementation.</p> <p>The Plan shall include a description of the method for determining administrative salaries, salary amounts and/or salary schedules or scales, and the fringe benefits to be provided to administrators.</p> <p>The Superintendent shall be responsible for developing the Administrator Compensation Plan for Board approval.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>School Code 517</p>	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <p>Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.</p> <p>The Board recognizes the necessity for certain employes to travel within the district or intermediate unit in the performance of their duties. The Board also realizes that travel outside the district to attend conferences and meetings may be necessary and desirable. Through passage of annual budgets, the Board gives prior authorization for employes to incur those budgeted travel expenses approved by the Superintendent. Approved expenditures will include necessary mileage driven in the performance of duties within the district or intermediate unit and travel expenses incurred in attending meetings, conferences, workshops, and conventions which give promise of improved skill and competence of the participants.</p> <p>Necessary travel will be that which an employe must do from employe's first work station on any particular day as a result of employe's assignment or job responsibility.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PROFESSIONAL GROWTH
GUIDELINES

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">333. PROFESSIONAL GROWTH GUIDELINES</p> <p>1.Purpose Continued professional study (and inservice training) are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.</p> <p>2.Guidelines All administrators are expected to further through graduate study, special study, or inservice training personal advancement in accordance with these guidelines.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Graduate study or special study programs may be of sufficient advantage to the district as to warrant some increase in annual salary of the employe upon satisfactory completion of an approved study program. Such an increase will be determined by the Board after satisfactory completion of the program and submission of documentary evidence.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose SC 1154</p> <p>2.Guidelines</p> <p>SC 1154</p>	<p style="text-align: center;">334. SICK LEAVE</p> <p>There shall be a sick leave policy for administrative employes that ensures that such employes will receive no less than the minimum sick leave provided under law for professional employes. Such policy shall be in accordance with the following guidelines.</p> <p>The district will provide up to twelve (12) days annually for sick leave of which all shall be cumulative.</p> <p>The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employe's illness or disability. The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employe's own accumulated sick leave is exhausted.</p> <p>The Superintendent shall report to the Board the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p> <p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p>A. <u>Eligibility</u></p> <p>A sick leave shall commence when the administrator or agent, if the administrator is sufficiently disabled reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employe has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the</p>
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<p>SC 1154</p> <p>School Code 1154</p>	<p>validity of the sick leave request.</p> <p><u>B. Proof Of Disability</u></p> <p>An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>Such statements may not be presumed to establish the administrator's disability conclusively.</p> <p><u>C. Duration Of Leave</u></p> <p>Upon the expiration of all currently earned and accumulated sick leave, the Board may grant an unpaid leave.</p> <p><u>D. Records</u></p> <p>The personnel records of the district for administrators shall show the attendance of each employe, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employe in accordance with law.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose P.L. 103-3 of 1993</p> <p>2.Responsibility</p> <p>3.Guidelines</p>	<p style="text-align: center;">335. FAMILY AND MEDICAL LEAVES</p> <p>The purpose of this policy is to address certain leave of absence issues and to ensure the school district's compliance with the Family Medical Leave Act.</p> <p>The Superintendent shall develop administrative guidelines regulating leaves and ensuring the District's compliance with the Family and Medical Leave Act (hereinafter referred to as "FMLA"). Although the details of the guidelines are to be left to the discretion of the Superintendent, the guidelines must adhere to the following basic principles:</p> <ol style="list-style-type: none">1. Required notices shall be posted.2. Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the District designates a leave as an FMLA leave.3. All requests for leave, (both FMLA leave and non-FMLA leave) shall be made in writing on forms developed by the Superintendent. The forms shall request sufficient information from which it may be determined whether the leave qualifies as an FMLA leave.4. If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, District policy or statutory mandate, the employee may utilize said leave during the FMLA leave at his/her discretion.5. Medical certification forms as allowed by the FMLA shall be required whenever authorized by the FMLA.6. Employees shall be required to provide a fitness for duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employee has taken a paid leave
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concurrent with the FMLA leave and school district policy and practice heretofore has not required a fitness-for-duty certificate to be provided.

7. Seniority shall accrue during FMLA leaves for all purposes and credit shall be given during FMLA leaves for accruals for other leaves.

8. For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave "in any twelve-month period," the District shall utilize a rolling twelve-month period measured backwards from the date leave is used so as to avoid "stacking" of back-to-back leave entitlements.

9. Employees are not required to utilize FMLA leave whenever they qualify for other available full-day leave to which they may be entitled.

10. An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:

a. the employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures); or

b. the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

11. Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the Family and Medical Leave Act. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act.

12. This policy was adopted, in part, because of the enactment of the Family and Medical Leave Act. Should that Act be repealed or declared invalid, in whole or in part, this policy shall become wholly void and a new policy will be adopted if and as necessary to comply with law.

13. It is not intended that this policy create any practices and the District expressly adopts this policy on an experimental basis. The Board directs the administration to evaluate the effects of this policy after it has been in operation for two (2) full years and to advise the Board on the effects of this policy in general. As part of the report, the Board shall be advised about the effects with respect to:

a. not requiring employees to use accumulated leaves during FMLA leave;

b. allowing employees to use full-day accumulated leaves prior to designating leaves as FMLA leaves; and

	<p>c. not establishing permissible limitations as authorized by the Family and Medical Leave Act for periods near the conclusion of academic terms.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: VACATION

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>School Code 1154</p>	<p style="text-align: center;">337. VACATION</p> <p>Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.</p> <p>Vacations for administrative employes are provided in accordance with the Act 93 Compensation Plan in effect.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: June 16, 1998

REVISED:

338. SABBATICAL LEAVE	
1.Purpose	This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.
2.Authority SC 11661171	The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law, where applicable.
3.Eligibility	An administrative employee who has completed ten (10) years of satisfactory service in the public school system of the Commonwealth shall be eligible for a sabbatical leave of absence for restoration of health, for study, for travel, or, at the discretion of the Board, for other purposes. At least five (5) years with the Port Allegany School District prior to the leave is also required. For administrative employees whose contracts are for the school term, a leave of absence may be for one-half school term or two half-school terms during a period of twenty-four months. For administrative employees whose contracts exceed the length of a school term, a leave of absence may be for one-half the contract period or for the total contract period during a period of twentyfour months. Following the initial sabbatical leave, whether one-half school term or two half school terms, an administrative employee may apply for one (1) leave following each additional seven (7) years of satisfactory service with the Port Allegany School District subject to all the provisions of this Policy.
4.Violation	<p>In the event any of the conditions or provisions set forth in this policy and/or the reference sections of the Pennsylvania School Code are violated by the employee, payment to the applicant will cease. The Pennsylvania School Code will govern the employee's</p> <p>responsibility for all repayments due the local educational agency, state education agency, and the Public School Employees Retirement System. Payment of the amount shall be due within sixty (60) days from the employee's receipt of the bill.</p>

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School Code 522.1, 1166-1171	
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: June 16, 1998

REVISED:

339. UNCOMPENSATED LEAVE	
1.Purpose SC 1154 (e)	<p>The Board recognizes that in certain instances an employe may wish extended leave for personal reasons, and the district could benefit from the return of said employe. This policy establishes guidelines for the award of uncompensated leaves of absence.</p>
2.Authority	<p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p>
3.Guidelines	<p>Request for uncompensated leave shall be made to the Superintendent in advance of the desired start date.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Military Leave</u></p>
SC 11761178	<p>A leave for military service will be granted in accordance with the Pennsylvania School Code.</p> <p>Fringe benefits shall not be provided unless the employe makes provision for payment of benefits.</p>

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SEXUAL HARASSMENT

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose U.S. Civil Rights Act of 1964, Title VII EEOC Regulations Published at 29 CFR Sec. 1604</p> <p>2.Authority</p> <p>3.Definition</p> <p>Pol. 317</p>	<p style="text-align: center;">348. SEXUAL HARASSMENT</p> <p>It is the policy of the Port Allegany School District that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.</p> <p>Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the district will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.</p> <p>It is illegal and against the policies of this district for any employee, male or female, to sexually harass another employee by:</p> <ol style="list-style-type: none"> 1. making acceptance of unwelcomed sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment; 2. making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or 3. creating an intimidating, hostile or offensive working environment by such conduct. <p>The district will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.</p>
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<p>4. Delegation of Responsibility</p>	<p>The district recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.</p> <p>The district will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.</p> <p>Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.</p> <p>The Superintendent shall develop procedures outlining the chain of command through which incidents of sexual harassment shall be reported.</p>
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SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: June 16, 1998

REVISED:

351. DRUG AND SUBSTANCE ABUSE	
<p>1.Purpose</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by administrative employes, especially as the use relates to the safety, efficiency and productivity of the administrative employes.</p>
<p>P.L. 100690</p>	<p>The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2.Definitions P.S. 35 Sec. 780101 et seq</p>	<p>For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p>
<p>P.L. 100690 SC 527</p>	<p>"Conviction" shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Administrative employe convicted of delivery of controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p> <p>"Criminal drug statute" shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>"Drug-free workplace" shall be defined as the site for the performance of work done in connection with a specific grant at which administrative employes are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3.Delegation of Responsibility P.L. 101226</p>	<p>A statement notifying administrative employes that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the administrative employe's workplace shall be provided by the Superintendent and</p>

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shall specify the actions that will be taken against the administrative employe for violation of this policy up to and including termination and referral for prosecution.

The Board requires that each administrative employe engaged in the performance of the grant be given a copy of the statement and notification to the employe that, as a condition of employment under the grant, the employe will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The appropriate agencies or government units shall be notified within ten (10) days after receiving notice from an employe or otherwise receiving actual notice of such conviction.

The district shall be responsible for taking one of the following actions within thirty (30) days of receiving notice, with respect to any convicted administrative employe.

The district shall take appropriate personnel action against such an employe, up to and including termination and referral for prosecution, and/or require the employe to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

In establishing a drug-free awareness program, the Superintendent shall inform administrative employes about:

the dangers of drug abuse in the workplace;

the district's policy of maintaining a drugfree workplace;

the availability of drug counseling, drug rehabilitation, and employe assistance programs available; and

the penalties that may be imposed upon employes for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.