

Staff Personnel  
400 Series

STATEMENT OF GUIDING PRINCIPLES FOR EMPLOYEES  
Code No. 400

This series of the board policy manual is devoted to the Board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunch. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their actions and their dedication to their work and their actions. As role models for students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the Board's goal is to obtain and retain qualified and effective employees. The Board shall have complete discretion to determine the number, the qualifications, and the duties of positions and to the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the Board in these areas prior to Board action. The Board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.

Board policies in this series relating to general employees will apply to all employees, regardless of their status as an administrator, licensed employee, classified employee, or substitute employee. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from a policy or a more specific policy is in the 300 series, Administration. Classified employees' policies included in this series will apply to positions that do not fall within the definition of licensed employee.

Adopted: 7/12/84  
Revised: 8/19/2019  
Reviewed: 4/12/2021