

BOARD AGENDA ITEM
January 10, 2017

SUBJECT:

Policy Changes Related to Reorganization

BACKGROUND:

Beginning in fall 2015 the district has undergone a realignment of its organizational structure. Many current policies refer to positions and titles that no longer exist.

ADMINISTRATIVE CONSIDERATION:

Due to the district's administrative reorganization, numerous policies have been identified that need to have references to academic officers, director of administrative services, associate superintendents, comptroller, and deputy superintendent stricken and to have inserted the appropriate position or title. Administrative Rule GCK-R also clarifies the timing for staff members to request voluntary transfers.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy GBEBC Gifts and Solicitations By Staff
Policy GCK Professional Staff Assignments and Transfers
Administrative Rule GCK-R Professional Staff Assignments and Transfers

PREPARED BY:

King Laurence

GIFTS TO AND SOLICITATIONS BY STAFF

Code **GBEBC** Issued **2/12**

Purpose: To establish the basic structure regarding solicitation by staff members and the giving of gifts to staff members.

Selling items for personal profit

In the interest of preserving a completely professional relationship between district employees and those whom they serve, it is the policy of the board not to permit school employees to sell on school premises for personal profit products of any kind to students or patrons of the school in which they teach.

Soliciting of staff

No organization, with the exception of PTA/PTO and school booster organizations, may solicit funds from staff members within the schools nor may they distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent's cabinet or the ~~assistant superintendent for~~ chief officer of administration or the appropriate ~~academic officer~~ executive director. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the approval of the superintendent's cabinet or ~~assistant superintendent for~~ chief officer of administration or the appropriate ~~academic officer~~ executive director. As a matter of policy, the board expects such activity to be kept to a minimum.

Gifts from staff members to staff members

The board discourages individual employees from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly, except as acts of generosity in unusual situations or as simple remembrances expressive of affection or gratitude. Generally, the board discourages collection of money for group gifts except in special circumstances such as bereavement, serious illness or for mementos at retirement.

Gifts to staff members

Any good school system expects to employ staff members who are ethical in their relationships with students, parents, other school personnel and all companies with whom the district does business.

Staff members may accept no personal gifts, bonuses or gratuities -- consistent with guidelines issued by the State Ethics Commission -- from companies which do business with the district, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the district's business, financial or operational affairs will accrue to the school system as a unit. "Gifts" include the "savings stamps" offered by various companies.

The board discourages the giving of gifts to staff members by students as well as the exchange of gifts at holiday parties.

C-2 Attachment

PAGE 2 - GBEBG - GIFTS TO AND SOLICITATIONS BY STAFF

Adopted 6/10/75; Revised 2/14/89, 11/27/01, 2/7/12

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 8-13-100 et seq. - Ethics, government accountability and campaign reform.
2. Section 8-15-10 et seq. - Local or local and state officers and employees generally.
3. Section 16-17-420 - Prohibits activities that disturb school.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK** Issued **2/12**

Purpose: To establish the basic structure for the transfer and assignment of professional staff in the district.

Assignment

The superintendent will assign instructional personnel on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

The superintendent will annually determine the professional staff to be assigned each school. On or before August 15th of each year the superintendent will notify each teacher of his/her tentative assignment for the following school year.

All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

The superintendent is authorized to reassign personnel in the best interests of the district.

Transfer

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school, by the appropriate ~~executive director~~ ~~academic officer~~ or by the superintendent. In the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

Adopted 6/20/74; Revised 7/26/76, 3/8/83, 2/9/88, 1/9/96, 11/27/01, 2/7/12

Legal references:

- A. S. C. Code, 1976, as amended:
 1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK-R** Issued **11/01**

The superintendent may make personnel transfers within the district on a voluntary or involuntary basis. Transfers involving administrative and leadership positions must have the approval of the board. The district will use the following procedures in making transfers.

Voluntary transfer

The person who wants a transfer for the next academic year must submit an application for transfer to the personnel office during the advertised period or during a period of time designated for transfer requests. A copy of the completed application for transfer will be forwarded to the current principal/supervisor and to the principal/supervisor for the school or department to which the transfer is requested. Applicants for transfer will be considered prior to other applicants.

- Approval of a transfer may be withheld until a suitable replacement has been found for the person seeking the transfer.
- After a transfer is approved, an acknowledgment will be sent to the employee and the appropriate administrators/supervisors.

Involuntary transfer

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedure.

- The superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level).
- The superintendent or his/her designee will have a conference with the principal of the school to which transfer is being contemplated.
- The superintendent or his/her designee will then talk with the person to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.

Issued 7/26/76; Revised 3/8/83, 2/9/88, 1/9/96, 11/27/01