

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Personnel Definitions

Section: Personnel

Code: GAA-AR

Licensed employees are those holding a position that requires a license issued by the Oregon Teacher Standards and Practice Commission (TSPC).

1. Teacher is an employee who holds a teacher's license.
2. Contract teacher is one who has completed three consecutive years with at least 135 days of employment, each of the three years as a teacher in the District and has been rehired for a fourth year of teaching in the District.
3. Probationary teacher is one who is employed under regular contract and who works at least 135 consecutive days as a teacher in the District and has not received contract status by Board action according to the provisions of Oregon Law.
4. Temporary teacher is any teacher employed to fill a position designated as temporary or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation or dismissal of a contract or probationary teacher.
5. Substitute teacher is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent or to fill a position due to unanticipated student enrollment for a period of time less than 90 contract days. A substitute teacher is employed on a day-to-day basis, without contract, and at the will of the District. The substitute teacher does the work of the regularly assigned teacher during the latter's absence from duty. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.
6. Intern teacher or student teacher is a regular enrolled student of a college or university who teaches under the supervision of the staff of the institution and of the District in order to acquire practical experience in teaching.
7. Administrator is an employee who has been granted an administrative license and who spends at least one-half time in organization, direction, supervision, control or evaluation of District employees or programs.

Classified personnel are those employees in positions for which no teaching or administrative licenses are required by law.

1. Regular classified employees are those employees in positions established by the Board, who meet the hours stipulated by their positions and have successfully completed their probationary period.
2. Probationary classified employees are those newly hired employees who are completing their first 185 workdays in a classified position. The purpose of the probationary period is to train and aid an employee to meet the District's required work standards.
3. Temporary classified employees are those employed to perform seasonal work or to perform in a position created to relieve overload conditions. Temporary classified employees also are assigned to replace a regular employee on approved leave in excess of 80 days.
4. Substitute classified employees are those employed to replace a specific employee who is off work for an excused leave or to fill a position due to unanticipated student enrollment without contract, and at the will of the District. These substitutes are not eligible for fringe benefits and will be paid at a rate established annually by the District.

5. Classified supervisory employees are those who serve in positions that exercise supervisory responsibility over classified employees.

Supervisory employees are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances or effectively to recommend action if the exercise of authority is not of a merely routine or clerical nature but requires the use of independent judgment. No nurse, charge nurse or similar nursing position shall be deemed to be supervisory unless the position has been traditionally classified as supervisory.

Confidential employees are designated in accordance with Oregon Law. Confidential employees will be excluded from any bargaining unit. The Board will establish salaries and benefits for confidential employees. The rationale for appointment as a confidential employee is that the individual designated will be one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.

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