



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	STAFFING
Number	4100
Status	Active
Legal	Federal Immigration Reform and Control Act of 1986, U.S.C. 1255a IC 20-28-7.5 et seq. Fair Labor Standards Act of 1938, 29 U.S.C. 701 et seq. Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Consolidated Omnibus Budget Reconciliation Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
Adopted	November 17, 2020

## **1) GENERAL POLICY STATEMENT**

The Board recognizes the need to develop a school-wide process for supervisors to create positions and staff their departments or schools that supports autonomous decision-making by the supervisor in order to meet the needs of Edison School of the Arts students. The Board also recognizes that this process must prioritize the competency, qualifications and diversity of the talent pool from which supervisors select their staff.

## **2) CREATING A POSITION**

The Board shall act on the Executive Director, CEO's recommendation to:

1. Create new positions (including full time, part time, and

- temporary)
2. Specify the number of persons to be employed in each job category
  3. Set the initial salary for a new position not currently covered by a valid salary schedule

In order to do the above, the administration shall give primary consideration to:

- (i) The number of students enrolled;
- (ii) The unique needs of the students;
- (iii) The operational services of the District,
- (iv) The unique needs of the community;
- (v) Equity across the District.

### **3) RECRUITMENT**

The Administration will develop a procedure for posting and advertising an updated listing of all Indianapolis Public Schools employment opportunities to both internal and external candidates.

The Administration will implement a year round recruitment plan that creates a pool of qualified, diverse candidates for available positions.

### **4) VACANCIES**

Vacancies shall be announced, tracked, and publicized to all qualified internal and external candidates. The Superintendent shall establish the system by which this occurs.

### **5) HIRING**

The Superintendent will develop a clearly defined hiring process for all employees. The Superintendent will ensure all recommendations for new full-time and part-time employees have verified the right to work in the United States according to the Federal Immigration Reform and Control Act of 1986. The Superintendent will also ensure employment practices are compliant with the federal Fair Labor Standards Act (FLSA) and all other federal and state employment laws, as applicable.

IPS will take steps to provide reasonable accommodations upon request to qualified individuals with disabilities, provided the accommodation does not cause an undue hardship for the District.

The Superintendent may fill positions without completing the vacancy posting procedure. All hiring recommendations shall appear on the monthly personnel report.

### **6) SALARY, BENEFITS, AND SICK LEAVE BANK**

The Board, acting on the recommendation of the Superintendent and consistent with any applicable collective bargaining agreement, is required to set salaries for all classes of service provided by employees of the Board.

The Board shall also have discretion to establish and maintain group health plans for the benefit of eligible employees to provide health benefits through insurance or otherwise as permitted by law. The district will follow all federal regulations and guidelines relating to group health benefits.

Pursuant to Board Resolution 5140, the district will maintain an optional Sick Leave Bank that provides non-certified employees who opt in to the Bank up to sixty (60) working days of pay, provided a physician has certified that the employee is unable to perform the regular duties of the position due to illness or non-work related injury.

#### **7) TRANSFER AND DISPLACEMENT**

The Board believes that the appropriate assignment of staff is essential to the well-being of the District and employees. The Superintendent is responsible for providing the opportunity to all staff for finding the right placement for which they are qualified, while ensuring school leaders and supervisors maintain as much autonomy in hiring decisions as possible within the financial constraints of the district.

#### **8) REDUCTION IN FORCE**

The Board recognizes that changes in enrollment, instructional model, and autonomy of school leaders may lead to elimination of certain job positions and/or adjustment to the duties and salaries of employees.

When executing a reduction in force, the primary objective of the Board will be the maintenance of an effective and efficient staff. Changes in staffing should be based primarily on the strategic decisions of school and department leaders in the interests of supporting student achievement and district performance.

Reductions in force shall be executed fairly and transparently, and in compliance with all relevant state and federal laws and applicable board policies.

#### **9) TERMINATION AND RESIGNATION**

The Board authorizes the Superintendent to make recommendations to the board on terminations and nonrenewals of contract according to Indiana State Code. All separations shall appear on the monthly personnel report. It is the policy of the Board to accept all resignations upon receipt.

#### **10) ADMINISTRATIVE GUIDELINES**

The Superintendent is authorized and directed to develop administrative guidelines to administer and implement the foregoing policy.