

# Policy Section G

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# GAB Job Descriptions

FILE: GAB

The purpose of this policy is to ensure that all positions have clear, detailed, and up-to-date job descriptions. Job descriptions define roles, responsibilities, qualifications, and expectations to maintain transparency and organizational efficiency.

All job positions will have a written job description, which will be created at the time a position is established. Job descriptions will be reviewed every five years or as necessary to ensure they remain accurate, relevant, and aligned with the needs of the district.

Any new job description or revisions must be made through the appropriate channels, which includes a first and second reading by the Regional School Unit 1 Board of Directors. Employees will be notified in writing of any significant changes to their job description.

Legal Reference: 20-A MRSA § 1001(13)

Adopted: April 28, 2014

Revised: April 28, 2025

# GBB Staff Involvement in Decision Making

FILE: GBB

## STAFF INVOLVEMENT IN DECISION MAKING

The formulation of policy involving the curriculum, instruction and the overall school program is one of the primary responsibilities of the Regional School Unit 1 Board of Directors, and the Board reserves the right to make the final decision regarding such policies. The Board believes that the best interests of the district's students should be the principle guiding the adoption of all educational policy. The Board further believes that appropriate input from the professional staff is important to the decision-making process.

The Superintendent shall ensure that there is a process in place to encourage meaningful professional staff input prior to making recommendations regarding curriculum, instruction and the school program to the Board. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the schools, and with the understanding that the staff is collectively responsible for student performance.

Participation in the decision-making process is accompanied with an expectation of accountability by the professional staff. All proposals for changes to the curriculum, instruction or the district's educational goals should incorporate evaluation procedures linked to student outcomes. The Board encourages the use of professional development activities specifically directed to improving staff research, analytical and decision-making abilities.

The Superintendent shall ensure that the administrative team has the appropriate support to lead an effective instructional program with a consistent focus on student learning and outcomes.

Legal Reference: 26 MRSA § 965

Cross Reference: BHC -- Board Communications with Staff

GCI - Professional Staff Development Opportunities GCOA - Supervision and Evaluation of Professional Staff

Adopted: June 23, 2014

Reviewed: January 29, 2020; March 24, 2025

*This is a recommended  
policy.*

# GBEA Staff Conflict of Interest

## [Relationship to Supervisors]

No person shall be employed in a position which is within the jurisdiction of an administrative officer who is a member of the immediate family of such person, nor shall any person be employed in a position where a member of the immediate family is responsible, in whole or in part, for the supervision and/or evaluation of the employee.

## [Notification]

Whenever a member of the immediate family of any employee is hired, the Board shall be notified of the relationship.

## [Definitions]

For the purpose of this section, the following definitions shall apply:

A. "Administrative Officer" shall mean any person who holds any supervisory position of assistant principal or similar or higher rank; and

B. "Member of the immediate family" shall mean spouse, brother, sister, parent, son or daughter (including in-laws).

Legal Reference: Title 17, MRSA, Sec. 3104

Adopted: May 11, 1992

Reviewed: February 12, 2007

# GBEBB Staff conduct with students

## STAFF CONDUCT WITH STUDENTS

The Regional School Unit 1 Board expects all staff members, including teachers, substitute teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers while engaged in school-related functions.

The purpose of this policy is to ensure that the interactions and relationships between staff members and students are based on mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

The Board understands that staff members may interact with and have friendships with families of students outside of school. This policy is not intended to prohibit such interactions provided that professional boundaries are maintained at all times.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students and are encouraged to discuss issues with the building principal or their supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### Unacceptable Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. Engaging in sexual banter, allusions, jokes or innuendos with students;
4. Asking a student to keep a secret
5. Disclosing personal, family, sexual, employment concerns, or other private matters to one or more students.
6. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and

7. Permitting students to address the staff member by first name, nickname or otherwise in an overly familiar manner.
8. “Friending” students or engaging in any other interactions on social media or through digital applications (outside of any school-approved activity);
9. Communicating with students on non-school matters through text messages, phone calls, emails, Messenger or any other digital methods, or by letters, notes or any other means (unless the student’s parent approves of the activity, e. g, in the context of employment or participation in community activities);

Before engaging in the following activities, staff members should consult with their building principal or supervisor, as appropriate:

- Being alone with individual students out of the view of others;
- Driving students home;
- Inviting or allowing students to visit the staff member’s home
- Visiting a student’s home, unless on official school business that is known and agreed to by the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or except as participants in organized community activities.

It is understood that students may share their personal or family problems and/or relationships with staff members. Staff members are expected to be helpful to support the needs of the student. If necessary, staff members will refer a student to appropriate guidance/counseling staff.

#### Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members must promptly notify the Superintendent or building administrator if they become aware of a situation that may constitute a violation of this policy.

#### Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal.

Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board’s policy on Reporting Child Abuse and Neglect.

#### School Unit Obligation to Report to Maine Department of Education (MDOE)

Any staff member holding a credential should be aware that violation of this policy may result in revocation or suspension of a certificate if it endangers the health, safety or welfare of a student.



The Superintendent/designee will notify the MDOE immediately if a credential holder is disciplined, suspended or terminated as a result of a “covered investigation” (as defined in 20-A MRS § 13025) in which the school unit determined that a student’s health, safety or welfare was endangered.

As soon as practicable, the school unit will provide to the MDOE any final report produced in support of the school unit’s decision to discipline, suspend or terminate the credential holder. The credential holder may submit a written rebuttal to the report to the MDOE.

The Superintendent/designee will notify the MDOE immediately if a credential holder who is the subject of a covered investigation leaves the school unit’s employment for any reason prior to the conclusion of the covered investigation.

### Dissemination of Policy

This policy shall also be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA – Harassment and Sexual Harassment of Students GCSA – Employee and Volunteer Use of Computers, Electronic Devices, School Network and the Internet GCSA-R – Employee and Volunteer Computer/Device and Internet Use Rules JLF - Reporting Child Abuse and Neglect

Adopted: December 20, 2010

Approved: January 24, 2011

Revised: April 25, 2016; June 16, 2025

# GBEC Drug-Free Workplace

## DRUG-FREE WORKPLACE

The Regional School Unit 1 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner that does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of "bath salts" or other synthetic hallucinogen or of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in scheduled I through V of section 202 of the federal Controlled Substance Act [21 U.S.C., § 812]; by regulation at 21 C.F.R., § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies before, during and after school/hours, at school, or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport

students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business."

Any employee who suspects that he or she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

All illegal use, possession, furnishing, selling or provision of assistance in obtaining "bath salts," alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school system of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Appropriate disciplinary sanctions shall be taken against any employee who violates the terms of this school system's drug and alcohol policy, up to and including dismissal.

#### Implementation

The Superintendent shall be responsible for the development and administration of appropriate procedures to implement this policy.

#### Communication

A copy of this policy will be given or emailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal References: 20 USC § 7101 et seq (Safe and Drug-Free Schools and Communities Act) 21 USC § 812 (Controlled Substances Act) 21 CFR § 1300.11 – 1300.15 Fed. P.L. 101-226 17-A MRSA § 1101 22 MRSA § 2390-2394

Cross Reference: JICH – Drug and Alcohol Use by Students

Adopted: May 11, 1992

Reviewed: February 12, 2007

Revised: August 25, 2014; April 28, 2025

# GBED Smoking on School Premises

There will be no smoking or use of tobacco products in the buildings or on school grounds by students, staff members and members of the public.

Legal Reference: TITLE 22 MRSA SEC. 1580-A

Cross Reference: ADC -- Tobacco and Related Products Use and Possession

Adopted: January 9, 1989

Revised: May 11, 1992; February 14, 1994; April 9, 2007

# GBEF Personal and District Issued Personal Electronic Devices

The Board recognizes that the use of personal electronic devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of personal electronic devices, as deemed appropriate by the Superintendent. Personal electronic devices issued by the District may include, but are not limited to, cellular telephones, walkie-talkies, tablets, and computers.

District-owned personal electronic devices shall be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations involving personal health and safety.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Use of personal electronic devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee personal electronic device needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned personal electronic devices for authorized District business.

Students and staff are encouraged to use any available personal electronic /communication device in the event of an emergency that threatens the safety of students, staff or other individuals. A school bus driver is prohibited from operating a school bus while using a cellular telephone except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, and (3) when the school bus is parked.

# Employee Use of Electronic Communication Devices

The Board recognizes that employees may carry personal electronic devices either district-owned or personally owned and hereby adopts this policy.

It is important for school employees to model the behavior we expect from our students pertaining to the use of cell phones and other personal electronic devices during the school day and school activities. In order to avoid disruptions to the educational process and school programs, employees are expected to turn off their electronic devices and refrain from personal calls, emails, texts and/or other personal business while supervising students and/or performing assigned duties during work time.

It is understood that employees may in extreme circumstances, have an emergency or urgent business that cannot wait for a schedule break, but employees are expected to exercise good judgment in this regard and keep personal business to an absolute minimum during work time.

Legal Reference: MCL 380.1303 (PA 132 of 2003)

Adopted: February 22, 2010

Revised: June 24, 2013

# GBEF-R Cellular Telephones

## Employee Use of Electronic Communications Devices

While employees are allowed to possess and carry electronic communications devices on school property, such possession and use are subject to the following administrative rules:

### District-Issued Communications Devices

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with "beaming capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

Any District-issued equipment is to be surrendered back to the District immediately upon request.

## Personally Owned Electronic Communications Devices

Employees may possess and carry cellular telephones, pagers/beepers, and PDA's or laptops with "beaming capabilities" during the school day on school property.

Adopted: February 22, 2010



# GBGAA Bloodborne Pathogens Exposure Control Policy (1)

The Board of Directors acknowledges the risk of infection from bloodborne pathogens that employees may incur when they handle or participate in procedures that involve blood, other body fluids or other potentially infectious materials.

The Board directs the Superintendent to implement the mandated Occupational Safety and Health Administration (OSHA) standard to eliminate or minimize occupational exposure to potentially infectious material for employees who have a reasonable anticipation of exposure to blood and other body fluids.

The Superintendent shall prepare for Board consideration and approval an initial Occupational Exposure Control Plan with updates on at least an annual basis. The adopted plan shall be made available to all employees. The following issues shall be addressed in the plan:

- A. Exposure determination;
- B. Preventive measures including training, universal precautions, Hepatitis B vaccination, engineering controls, work practice controls, and personal protective equipment;
- C. Post-exposure evaluation and follow-up; and
- D. Recordkeeping.

Cross References: Bloodborne Pathogens Exposure Control Plan

Adopted: May 29, 2012

Reviewed: January 31, 2020; March 24, 2025

# GBGB Workplace Bullying

## WORKPLACE BULLYING

The Board is committed to providing a respectful, safe, and inclusive workplace for employees, one that is free from bullying conduct. All employees and students in the school unit, as well as parents, community members, and others involved with the schools are prohibited from engaging in workplace bullying as defined in this policy.

### DEFINITION

For the purposes of this policy, “workplace bullying” means behavior that a reasonable person would expect to interfere with an employee’s work performance or ability to work. Generally, workplace bullying will involve repeated conduct. However, a single incident of egregious conduct could constitute workplace bullying.

Examples of workplace bullying include, but may not be limited to:

Humiliating, mocking, name-calling, insulting, maligning, or spreading rumors about an employee;

Shunning or isolating an employee or encouraging others to do so;

Screaming or swearing at an employee, slamming doors or tables, aggressively invading an employee’s personal space; placing an employee in reasonable fear of physical harm; or other types of aggressive or intimidating behavior;

Targeted practical jokes;

Damaging or stealing an employee’s property;

Sabotaging an employee’s work or purposely misleading an employee about work duties (e.g., giving incorrect deadlines or intentionally destroying an employee’s work;

Harassing and/or retaliating against an employee for reporting workplace bullying;

Cyberbullying, which is defined in Maine law as bullying occurring through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

### EXCLUSIONS

Workplace bullying does not include the following:

- When supervisors set reasonable performance goals or provide verbal or written counseling, direction, feedback, or discipline to employees in the workplace when the intent is to address unsatisfactory work performance or violations of law or school policy;
- When supervisors make personnel decisions designed to meet the operational or financial needs of the school unit or the needs of students. Examples include, but are not limited to changing shifts, reassigning work responsibilities, taking steps to reduce overtime costs, transferring or reassigning employees to another building or position.

- Discrimination or harassment based on protected characteristics (race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information). Such conduct is prohibited under separate policies and complaints shall be addressed under ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure.
- Disrespectful conduct by students directed at school employees that can be addressed through enforcement of classroom rules, school rules, and applicable Board policies.

## REPORTS AND INVESTIGATIONS

Employees who believe they have been bullied in the workplace, and other persons who believe they have witnessed an incident of an employee being bullied in the workplace, are expected to report the issue to the building administrator.

All reports of workplace bullying shall be investigated promptly and documented in writing. The person who was the subject of the alleged workplace bullying and the person alleged to have engaged in workplace bullying will be notified of the outcome of the investigation, consistent with confidentiality and privacy laws.

If the report is about the building administrator, the report should be made to the Superintendent of Schools. The building administrator shall promptly notify the superintendent of all workplace bullying reports. Any workplace bullying report about the Superintendent should be made to the Board Chair.

## DISCIPLINARY ACTION

Any employee who is found to have engaged in workplace bullying will be subject to disciplinary action up to and including termination of employment.

Students who are found to have engaged in bullying of an employee will be subject to disciplinary action in accordance with applicable student discipline procedures.

Parents and others who are found to have engaged in bullying of an employee will be dealt with in a manner appropriate to the particular circumstances.

## APPEALS

If dissatisfied with the resolution of the matter, the subject of the alleged workplace bullying or the person alleged to have engaged in workplace bullying may file a written appeal within five (5) business days with the superintendent stating the reason for the appeal. The superintendent will review the matter and issue a written decision within ten (10) business days. The Superintendent's decision shall be final.

If the matter involves employees covered by a collective bargaining agreement, any disagreement with the results of the investigation may be resolved through the agreement's dispute resolution process.

## RETALIATION PROHIBITED

Retaliation for reporting workplace bullying is prohibited. Employees and students found to have engaged in retaliation shall be subject to disciplinary action.

## SUPERINTENDENT'S RESPONSIBILITY

The Superintendent shall be responsible for implementing this policy and for the development of any necessary procedures to enforce it.

Legal References: 20-A MRSA §1001(21); 6544(2)(C)

Cross References: AC – Nondiscrimination, Equal Opportunity and Affirmative Action

ACAB – Harassment/Sexual Harassment of School Employees

ACAB-R – Discrimination/Harassment and title IX /Sexual Harassment of School Employees

Adopted: November 28, 2022

Reviewed: November 1, 2024; March 24, 2025

# GBIA Staff Participation in Political Activities

## STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board believes in the principles of democracy and respects the rights of its employees to participate in the democratic process. These rights include discussing the social, political and economic issues of the day in public venues; participating actively in the political party of their choice; becoming a candidate for public office; and campaigning in the community for candidates and in support of political issues.

While the Board respects these rights and encourages its employees to engage in political activities as private citizens, the Board believes that campaigning and other political activities of individual staff members should not compromise the instructional program or disrupt the operations of the schools.

In adopting this policy, it is the intent of the Board to provide guidance for staff participation in political activities and communicate these expectations to parents, students and the community.

School employees shall not engage in political activities while carrying out their work responsibilities during the school day, while performing work for the school unit outside of the school day on school premises, or while performing work for the school unit at any other location.

“Political activities” include:

- A.  
Campaigning for or against any candidate, political party or issue;
- B.  
An employee’s using his/her position to attempt to influence students, parents or others to vote for or against any candidate or issue;
- C.  
Contacting students, parents or others for such purposes;
- D.  
Wearing apparel with political messages or displaying campaign paraphernalia while performing work; or
- E.  
Soliciting for or collecting funds or distributing material in connection with campaigning or support of political issues.

When engaging in conversations with students outside of classes or school activities, employees should be mindful of the potential effect of their position, authority and influence when stating personal opinions in

regard to candidates and political issues.

No school employee shall use the school unit's resources (e.g., including but not limited to school unit-owned laptops and other electronic devices, school unit networks, copiers, scanners, or mail service) to promote political candidates or parties or to encourage a vote for or against an issue.

No school unit employee shall use the school unit's name or logo to promote his/her candidacy for political office, or to promote other candidates or political positions, or represent his/her view as those of the school unit or this Board.

Nothing in this policy shall prevent an employee from engaging in political activities on school premises when such activities are conducted in accordance with the school unit's facilities use policy.

Nothing in this policy shall preclude the discussion of political or controversial issues or current events, or exposure of mature students to candidates as guest speakers provided that such is done in compliance with the Board's policy on the teaching of controversial issues (IMB).

Nothing in this policy should be construed as precluding mock elections, debates, conventions or other simulated political activities, where the activity is intended as an educational experience.

Nothing in this policy shall prevent the Board from providing information or expressing its position or views on any political issue affecting the schools or from directing or authorizing the Superintendent to use school unit resources to accomplish this purpose. The Board will not use its influence or school unit resources to promote any particular political party or to promote or discourage the election of any particular candidate.

Cross Reference: GCSA – Staff Computer and Internet Use

IMB – Teaching About Controversial/Sensitive Issues

KF – Community Use of School Facilities

KHC – Distribution of Non-school/Community Materials

Adopted: November 22, 2021

Reviewed: March 24, 2025

# GBJ Personnel Records

Regional School Unit 1 shall maintain records of current and former employees in the Office of the Superintendent in accordance with state and federal laws and regulations.

## Directory Information

As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

- A. Name of employee;
- B. Date(s) of employment by the school unit;
- C. Regular and extra-curricular duties, courses, subjects taught, and any other responsibilities since the start of employment by the school unit;
- D. Post-secondary educational institution(s) attended;
- E. Major and minor field(s) of study as recognized by those institutions; and
- F. Degrees received and dates degrees were awarded\*\*. \*\*

## Confidential Information

As required by law, all information (except Directory Information) about an employee, applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

- A. All information, working papers, and examinations used in the evaluation or selection of applicants for employment;
- B. Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;
- C. Performance evaluations, personal references, and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;
- D. Credit information;

E. The personal history, general character or conduct of the employee or any member of the employee's immediate family;

F. Complaints, charges of misconduct, replies thereto, and memoranda and other materials pertaining to disciplinary action;

G. Social Security number;

H. Any teacher action plan and support system documents and reports maintained for certification purposes; and

I. Criminal history record information.

## Personnel Files

Personnel files will contain a cumulative history of the staff member's employment, including formal or informal employee work evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits.

## Other Confidential Personnel Records

The school unit must maintain the following confidential employee records separate from the personnel files:

A. Medical information of any kind; and

B. Teacher action plans and support system documents and reports maintained for certification purposes.

## Disciplinary Action Information

Any written record of a decision involving an employee disciplinary action by the Board shall not be included within any category of confidential information.

## Procedures for Review of Personnel Files

For the purpose of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits that are maintained by the school unit for employment purposes.



A. The Superintendent shall, upon written request and within two (2) business days, provide the employee, former employee\*\*, or his/her duly authorized representative(s) with an opportunity to review and copy his/her personnel file, if the Superintendent has a personnel file for that employee.

B. Reviews of personnel files shall take place at the location where the personnel files are maintained and during normal office hours.

C. The cost of any copying is to be paid by the person requesting the copy.

D. Access to confidential college placement records and letters of reference will be granted only to the Superintendent/designee.

## Access to Personnel Files

Access to personnel files may be given to the following persons without the consent of the employee:

A. The Superintendent and his/her designee(s), the employee's building administrator or other supervisor(s). Personnel files are not accessible to individual Board members. Relevant portions of a personnel file may be summarized and/or shared with the Board by the Superintendent when consideration is being given to performance evaluation and continuation of employment or disciplinary action.

B. The general public shall have access only to the Directory Information as outlined above.

Access to personnel files will not be granted to any other persons except under the following circumstances:

A. When the employee gives written consent for the release of his/her records. The written consent must specify the record(s) to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted; and

B. Upon advice of counsel, when subpoenaed or under court order.

## Records Management

The Superintendent has overall responsibility for maintaining and preserving the confidentiality of all employee/applicant records. The Superintendent may designate (a) staff member(s) who shall be responsible for granting or denying access to records according to the guidelines in this policy.

Written reports shall be maintained in personnel files to document compliance with federal and state laws and regulations and Board policies regarding employee evaluations. Once a document is properly placed in a personnel file, it shall remain in the file permanently.

# Records Retention

The school unit will retain all personnel records and files in accordance with applicable laws and regulations.

Legal Reference: 20-A MRSA § 6101

20-A MRSA § 13015

26 MRSA § 631

Chapter 10, Rules for Disposition of Local Government Records

(Maine State Archives)

Americans with Disabilities Act of 1990, 42 U.S.C. 2611 et. seq.

Family and Medical Leave Act of 1993, 29 U.S.C. 2611 et seq.

Cross Reference: GBJC -- Retention of Application Materials

KDB -- Public's Right to Know/Freedom of Information

Adopted: May 11, 1992

Revised: January 12, 2004

Reviewed: February 12, 2007; May 5, 2014; January 31, 2020; March 24, 2025

# GBJAA Confidentiality in the Hiring Process

FILE: GBJAA

## CONFIDENTIALITY IN THE HIRING PROCESS

Maine state law strictly requires that all information relating to applicants for employment remain confidential. This applies to school board members, administrators, and secretarial staff by virtue of their positions. It also applies to other staff and members of the public whenever they are involved in a screening and/or interviewing committee assisting in the selection process.

Therefore, the following three components shall be included in procedures used to fill all positions:

1. Potential candidates shall be notified on the application form that the materials submitted may be disclosed to a screening and/or interviewing committee which may include board members, administrators, staff, and members of the community. An individual must sign the consent form in order to be considered an applicant.
2. Any screening and/or interviewing committee is to receive a thorough orientation on the strict responsibility to maintain confidentiality pursuant to state law.
3. Each individual, prior to serving as a screening and/or interviewing committee member, shall sign a standard form acknowledging that he/she understands and intends to honor the strict requirement to maintain confidentiality regarding applicant information. Such forms shall be retained on file in the Superintendent's Office.
4. The candidate application files cannot leave the Superintendent's office.
5. Applications can be reviewed only by the selection committee.

Legal Reference: Title 20A MRSA, Section 6101.2.B.

Adopted: November 14, 1994

Reviewed: February 12, 2007

Revised: May 14, 2007

# GBJAA-E Confidentiality Form

PFile: GBJAA-E

## Regional School Unit 1 Confidentiality Form

The RSU 1 Board of Directors appreciates your willingness to assist in the process of screening applicants for the position of [\_\_\_\_\_]. We are confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirement to maintain strict confidentiality is most important. In this regard, Title 20A, Section 6101.2-B of the Maine Statutes reads in part:

*...information in any form relating to an employee or applicant for employment, or to the employee's immediate family, shall be kept confidential if it relates to the following:*

- 1. *All information, working papers and examinations used in the examination or evaluation of all applicants for employment;*

At least one test case has substantiated that even the name of an applicant is protected (including the fact that a person has applied). Moreover, the prohibition from discussing these confidential matters does not end with the selection and appointment of the successful candidate. It is permanent and applies to all unsuccessful candidates as well.

Therefore, in agreeing to participate in this important undertaking, we expect you to acknowledge having been provided with an orientation on the requirement for confidentiality, and that you are accepting this responsibility.

Again, thank you very much for your assistance. \* \* \* \* \*

I understand and pledge to honor the strict requirement to maintain confidentiality regarding applicant information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Board/Search Committee Chair)

# GBN Family and Medical Leave

Regional School Unit 1 shall comply with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), the Maine Family Medical Leave Law, and any other Board policies and collective bargaining agreements regarding family and medical leave.

The Superintendent is responsible for implementing administrative procedures to comply with this policy.

Legal Reference: 26 USC § 2601 et seq.

29 CFR Part 825

26 MRSA § 843 et seq.

Cross-Reference: GBN-R1 - Family and Medical Leave Act Administrative Procedure

GBN-R2 - Maine Family Medical Leave Administrative Procedure

Adopted: August 22, 2011

Reviewed: January 31, 2020

# GBO Family Care Leave

This policy governs employee leave under 26 M.R.S.A. § 636, "An Act to Care for Families," referred to in this policy as the "Family Care Act." Leave under this policy is referred to as "Family Care Leave" or "Family Sick Leave."

The Board recognizes that under Maine's "Family Care Act," if an employer provides paid leave under the terms of a collective bargaining agreement or employment policy, the employer must allow an employee to use the paid leave for the care of an immediate family member who is ill.

In law and for the purpose of this policy, the following definitions apply:

A. "Employer" means a public or private employer with 25 or more employees.

B. "Immediate family member" means an employee's child, spouse or parent.

C. "Paid leave" means time away from work by an employee for which the employee receives compensation. Paid leave is limited to sick time, vacation time, compensatory time, and leave that is provided as an aggregate amount for use at the discretion of the employee for any of these purposes. Paid leave does not include paid short-term or long-term disability, catastrophic leave, or similar types of benefits.

Employees may take up to 40 hours of paid leave as Family Care Leave per 12-month period or the amount provided by an applicable collective bargaining agreement, whichever is greater.

The 12-month period shall be the same for all employees and shall be the contract year.

An employee is not entitled to use paid leave until that leave has been earned.

Any employee electing to take Family Care Leave must apply such leave against available paid sick leave until all paid sick leave available has been exhausted, except as otherwise provided in applicable collective bargaining agreements.

Notice/verification of illness for Family Care Leave shall be the same as that required for the employee's own illness. The employee must specify that leave is being taken pursuant to the Family Care Act.

## Application of Family Medical Leave Requirements

For purposes of applying family medical leave requirements (i.e., FMLA), the school unit shall treat leave under the Family Care Act in the same manner as the employer treats leave for an employee illness. Therefore, Family Care leave and FMLA leave shall run concurrently.

Legal Reference: 26 M.R.S.A. § 636

Cross Reference: GBN - Family and Medical Leave

Adopted: December 21, 2015

Reviewed: January 31, 2020; March 24, 2025

*This is a required policy.*

# GBP Earned Paid Leave

Regional School Unit 1 will comply with all applicable provisions of Maine's Earned Paid Leave (EPL) law, which takes effect January 1, 2021, and with Maine Department of Labor rules governing EPL.

The Superintendent/designee shall be responsible for developing and implementing administrative procedures to implement use of EPL under this policy.

Notice of the EPL law will be posted in a visible location in each workplace.

Administrative procedures, including employee eligibility, use of leave, and employee notice requirements will be provided to employees in writing and/or through electronic communications, the school unit's employee handbook, or other suitable means.

Legal Reference: 26 MRSA § 637

Maine Dep't of Labor Bureau of Labor Standards Rule Ch. X

Cross-Reference: GBN--Family and Medical Leave

GBO--Family Sick Leave

Adopted: June 28, 2021

Reviewed: March 24, 2025



# GCE Recruitment, Nomination and Appointment of Staff

File: GCE

RECRUITMENT, NOMINATION AND APPOINTMENT OF STAFF A. The board shall attempt to attract, secure and hold the highest qualified personnel for all positions. The selection program shall be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending the public schools. B. It is the responsibility of the Superintendent and his/her designees to determine the personnel needs of the school system and to locate candidates to nominate for employment by the board. Through effective administrative procedures the superintendent shall attract and nominate personnel who are motivated to do their best work and to be creative from their own inner resources. C. It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements, health requirements, and requirements of the board for the type of position for which the nomination is made. D. The following guidelines shall be used in the selection of personnel:

1. The schools shall ensure equal employment opportunity/educational opportunities, affirmative action, regardless of race, sex, color, national origin, religion, marital status, age or disability.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience. Concerted efforts shall be exerted to maintain a variation in the staff.
3. The administrator(s) who is/are directly responsible for the work of a staff member(s) will participate at all levels of the screening, interviewing, selection process; however, the final selection shall be made or approved by the superintendent.
4. No candidates shall be hired without a personal interview, and wherever practical, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.
6. While the board may accept or reject a nomination, an appointment shall be valid only when nominated by the superintendent. E. The Superintendent of Schools has the right to consider related outside experience of new employees for initial placement on the salary scale. Legal Reference: TITLE 50A MRSA SEC. 13201 ET SEQ. Adopted: March 16, 1981

Revised: May 11, 1992; June 12, 1995; February 12, 2007

# GCE-R1 Staff Recruitment Procedures

File: GCE-R1

## STAFF RECRUITMENT PROCEDURES

A. When job openings develop, the building level administrators and appropriate staff will develop, in writing, a job description which includes goals and job expectations. Notice of vacancy, containing the name of the position, the general duties and the clearly stated pre-requisites concerning training and experience will be posted.

1. Notice of a vacancy will be forwarded to the Sagadahoc Education Association (SEA) per the negotiated agreement.
2. Notice of a vacancy will be posted on the school bulletin board so that "local" persons, meeting the pre-requisites, will be able to submit applications.
3. Notice of vacancy will be forwarded to newspapers, placement bureaus and the Maine Department of Education whenever appropriate.

B. It is expected that all applicants will be certified or eligible for certification prior to the effective date of employment; if the position is one for which certification requirements have been established.

C. Applicants will complete the prescribed application form and will forward all credentials and references requested to the office of the Superintendent of Schools.

D. Personnel files for district-wide positions are not to be taken from the Central Office. Personnel files for building level positions are to be signed out and returned by the building principal. Appropriate forms are available from the superintendent's secretary.

E. Application forms which are reviewed as part of the screening and/or interview process must be dated, initialed and rated by all who participate in the screening and interviewing process. A copy of any job notification sent to an applicant is to be placed in the applicant's file. Please record date of entry and initial on page four of the application form.

F. Initial screening of applicant files will be performed by the superintendent and/or his/her designees, as determined by the superintendent, and the candidates not to be given further consideration will be so notified.

\*These guidelines shall apply to the recruitment, nomination and appointment of all certified staff and shall apply to the appointment of all non-certified staff, when appropriate.

Adopted: March 16, 1981

Revised: May 11, 1992

# GCE-R2 Staff Nomination Procedures

File: GCE-R2

## STAFF NOMINATION PROCEDURES

A. The superintendent and/or his/her designees, as determined by the superintendent, will establish a job-related screening committee.\* The screening committee may take several forms: (for example)

1. Teachers, principals, superintendent, assistant superintendent, directors; or
2. Principals, superintendent, assistant superintendent, directors.

B. The applicants who have been selected for additional consideration will be requested to present themselves for an interview by the screening committee and, when appropriate, to visit the school system.

C. The interview will be structured to include a variety of previously written job-related questions with some expected responses that are consistent with the philosophy and goals of the school district and are applied in all interviews for a particular job. (A rating form has been developed to assist in this process.) The structured interview is a selection procedure that may include both oral and written questions. Following are some characteristics of the process: 1. Inquiries will be based exclusively on job duties and requirements critical to job performance; and

2. Inquiries will rely on four basic types of questions: hypothetical; job knowledge; job sample or job simulation; and worker requirements.

D. Following the interview(s) with the screening committee, the building principal(s) shall recommend a candidate to the superintendent or his/her designee.

E. The written recommendation will include a copy of the job description, goals, expectations, candidate's qualifications and a statement supporting the selection. Should the superintendent fail to nominate the candidate recommended, additional recommendations will be made until a successful candidate is selected.

F. The superintendent or his/her designee will interview the candidate(s) recommended.

\*Criteria for screening are as follows:

1. Use of English, written and oral;
2. Previous evaluations;
3. Grade point averages;
4. Courses taken (professional preparation);
5. Health;
6. How well does the applicant match the position;
7. How well does the applicant match the community;
8. Experience
9. Competency;
10. Commitment to total school program.

Adopted: March 16, 1981

Revised: May 11, 1992

Reviewed: February, 12, 2007

# GCE-R3 Staff Appointment Procedures

File: GCE-R3

## STAFF APPOINTMENT PROCEDURES

- A. In all instances, the superintendent shall inform the board of his/her nomination for any professional staff position at least 72 hours prior to the meeting at which board action is requested.
- B. Following the interview(s), the superintendent shall nominate a candidate to the board. Included with the written nomination will be a summary of the candidate's qualifications, experience, training, and a statement supporting the selection.
- C. Should the board fail to appoint the candidate nominated by the superintendent, nominations will be submitted by the superintendent until a successful candidate is appointed.
- D. Once the board or the superintendent has formally appointed the person, the superintendent or his/her designee will prepare a contract and submit to the successful candidate.
- E. A written notice of the appointment will be forwarded to all unsuccessful candidates who were interviewed. Letters for district-wide and building level positions will be sent by the Office of the Superintendent of Schools.

Adopted: March 16, 1981

Revised: May 11, 1992

Reviewed: February 12, 2007

# GCF Recruit and Hire Professional Staff

## RECRUIT AND HIRE PROFESSIONAL STAFF

Through its employment policies, the Regional School Unit 1 Board is committed to attracting, securing and holding the highest qualified personnel for all professional positions. The selection process shall be vested with seeking candidates with the highest level of devotion to the education and welfare of the children attending our public schools.

It is the responsibility of the Superintendent, and/or persons to whom they may delegate the responsibility to determine the personnel needs of the school system. The Superintendent shall locate, recruit and recommend suitable candidates for employment and retention to the Board, with attention to personnel who are motivated to use best practices and creativity and have the capacity to utilize their own inner strengths and resources in their work.

The Superintendent shall confirm that persons nominated for employment in the RSU 1 school system meet all required certifications and the requirements of the Board for the position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

- A. The hiring process shall be carried out in compliance with Maine Anti-Discrimination Laws.
- B. Interviewing and selection procedures shall assure that an administrator has the opportunity to participate or assist in the selection of any staff member who will work under their supervision.
- C. No candidate shall be hired without reference checks and a personal interview.
- D. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.
- E. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

Legal Reference: 20-A MRSA § 13201 et seq.

Cross Reference:

AC – Nondiscrimination/Equal Opportunity and Affirmative Action GDFA – Authorization to Hire



Adopted: March 16, 1981

Revised: May 11, 1992; June 12, 1995; February 12, 2007; August 25, 2014; June 16, 2025

# GCFB Recruiting and Hiring of Administrative Staff

## RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

This policy expresses the School Committees intent to establish a thorough, efficient, and nondiscriminatory practice for recruiting and hiring of the most qualified candidates for Administrative positions.

Regional School Unit 1 Board of Directors affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, color, national origin or ancestry, religion, sex, sexual orientation, gender identity or expression, age, familial status, genetic information or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

For the purpose of this policy, "race" includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locs.

In accordance with 20-A MRSA Sec. 1001 (13), the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board shall review the procedure, adapting as appropriate.

In accordance with 20-A MRSA Sec. 4502 (4-A), the system's Affirmative Action Plan shall include a description of the status of the unit's nondiscriminatory administrator hiring practice; and plans for in-service training programs on gender equity for teachers, administrators and the Board of Directors.

Legal Reference: 5 MRSA § 4576 (Maine Human Rights Act) 20-A MRSA §§ 1001(13), 4502(4-A), 13011

Cross Reference:

AC – Nondiscrimination/Equal Opportunity and Affirmative Action GCFB-R - Recruiting and Hiring of Administrative Staff Administrative Procedure

Adopted: May 11, 1992

Reviewed: February 12, 2007

Revised: June 25, 2012; June 16, 2025

# GCFB-R Recruiting and Hiring of Administrative Staff - Admin Procedure

These procedures implement board policy GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

## Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee (the Board in a Superintendent search) is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

## Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in K below) by:

4. Posting notice internally of the vacancy within RSU 1;
5. Placing a display advertisement in appropriate print and electronic media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
6. Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

## Screening

To ensure that a fair and efficient screening process will occur, the Superintendent/ designee is to:

7. Ensure that all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualifications in the job description;
8. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
9. Provide orientation on confidentiality and equity issues to screeners;
10. Eliminate all candidates who do not meet the minimum qualifications;
11. Conduct preliminary reference checks, as appropriate;
12. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and
13. Notify applicants not selected for interview.

## Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:

14. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
15. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
16. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues. The interview panel is to:
17. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
18. Provide equal opportunity for the candidates to respond to the same questions/questioners.

## Selection

The interview panel is to:

17. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
18. Submit a report to the superintendent, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered as finalists for the positions. The superintendent/designee is to:
19. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
20. Review the material on the finalist candidates to determine whether additional information is needed;

21. Conduct final interviews of any or all finalists, as deemed necessary;
22. Select the most qualified candidate who fits the criteria and the duties and responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or, reject all finalists, re-open the position and begin the process anew); and
23. Have any further reference checks made, as appropriate.

## Nomination/Employment

The Superintendent is to:

19. Notify and obtain agreement of the successful candidate, pending Board approval;
20. Inform the interview panel; and
21. Nominate and employ the successful candidate in accordance with state law and local policies.

## Notification

The Superintendent/designee is to:

22. Notify the nominee of the Board approval and execute the appropriate contract; and
23. Notify the other candidates interviewed.

## Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job expectations, the Superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the local school unit.

## Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the Superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

## Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute

confidentiality about candidates, including names, in accordance with Maine state law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages for the process, including at the completion.

## K. Hiring of Current Employees

The school unit may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by the unit to fill an administrative position only if the Superintendent, after consultation with the Board of Directors, or the Board in a Superintendent search, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

Adopted: May 11, 1992

Revised: June 25, 2012; January 31, 2020

Reviewed: March 24, 2025

# GCG Substitute Teacher - Procedures

## Application

- A minimum of two (2) years of college is required to serve as a substitute teacher.
- Each substitute must apply by completing the application for substitute teaching available in the Office of the Superintendent of Schools.
- All information requested on the application must be provided.

## Approved Substitute List

- A list of all approved substitutes will be maintained by the Superintendent's office and will be issued to all Principals prior to the opening of school each school year.

## Orientation

- It is the responsibility of each Principal to see that substitutes are oriented to their buildings.

## Monitoring of Substitute Performance

- Each Principal shall establish a method for obtaining information/feedback on the effectiveness of substitutes employed in that building.
- Should the Principal conclude that a substitute is unsuitable for use in his/her building; the information will be sent to the attention of the Superintendent of Schools as soon as possible.

## Compensation Guidelines

- Day-to-day non-consecutive substitutes: \$75.00

## Long-Term Substitutes



- Long-term substitutes should be four-year college graduates, preferably certified in the subject area covered
- After five (5) consecutive days in the same teaching position: per diem rate of BS Level 0 of the Sagadahoc Education Association teachers' salary scale
- When a teacher is going to be absent for an extended period of time, a long-term substitute should be employed to provide consistency.
- Certified teachers may substitute outside the scope of their certificates for no more than 90 teaching days in any one teaching assignment during a school year. Individuals with two or more years of college may serve as substitute teachers for no more than 60 teaching days in any one teaching assignment during the school year, regardless of whether the teaching days are consecutive or non-consecutive.

Adopted: November 25, 2013

# GCG-E Professional Ethics

A substitute teacher is in a unique position to interpret the educational program of the RSU 1 schools to the community, either favorably or unfavorably. Although there may not be complete agreement on the value of various techniques and procedures, the substitute must be discreet in their discussion about the schools and their staffs. Discretion must always be used in expressing personal reactions and opinions. The administrators are available to discuss any concerns with you at any time.

## EMPLOYMENT PROCEDURES

- 1) To qualify as a substitute teacher, a person must have at least two years of college preferably a bachelor's degree. Successful classroom experience, student teaching, or equivalent experience is desirable, but is not a requirement.
- 2) Any person interested in becoming a substitute teacher must complete a regular substitute teacher's application form at the Superintendent's office. The substitute should visit the Principal of the school(s) at which he/she is interested in working. An appropriate background check must be completed prior to employment as a substitute at the expense of the applicant.
- 3) A substitute teacher must fill out a tax withholding, Maine State Retirement, and an I9 form as required by law. These forms are available in the Superintendent's office.
- 4) Substitute teachers will be called at the earliest possible time so that they will have as much time as possible to prepare. Usually, the call will be made between 6:00 and 7:00 AM on the day when their services are needed. If the substitute is to return the next day to the same class in the same school, an effort will be made to notify the substitute prior to the end of the present school day.

## COMPENSATION

- 1) Daily rate to be determined annually by the Superintendent of Schools and the Board of Directors.
- 2) In the event that a substitute serves for a period beyond 2 weeks (10 consecutive teaching days) in the same assignment, the substitute must be certified for the position in which he/she is substituting and will be paid from that point on at the per diem rate of the current bachelor's degree base. Non-certified long-term substitutes with bachelor's degrees are paid at 85% of per diem rate.

# RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

When a person agrees to be a substitute teacher, the substitute is on call and is depended upon for service. Unless there is some valid reason that a substitute cannot accept an assignment, he/she will be expected to do so. If possible, the substitute should accept the position for the full term of the teacher's absence. It enhances the continuity and quality of the academic program if staff changes can be kept to a minimum. If there will be a period of time when a substitute will not be able to accept an assignment, it is his/her responsibility to notify the appropriate school office(s).

## SUBSTITUTE PROCEDURES

1) Report to the appropriate school office upon arrival and departure.

Morse High School 7:30 AM 2:00 PM

Bath Regional Vocational Center 7:30 AM 2:00 PM

Bath Middle School 7:30 AM 2:00 PM

All Elementary Schools 8:00 AM 3:00 PM

2) The substitutes will be expected to perform the duties of the regular teacher including, but not limited to: a. Assuming the teacher's schedule of classes.

b. Assuming the teacher's schedule of duties and areas of responsibility

such as:

1. Homeroom

2. Study hall

3. Lunch duty/recess duty

4. Any other regular classroom or school duties

3) a. Written assignments should be collected, if specified by the teacher, corrected (if an extended period of time and appropriate procedures have been discussed with the regular teacher) and returned.

b. Objectives of each lesson should be checked.

- c. The instruction should be adapted to meet the group's needs.
  - d. A record of complete and incomplete work shall be left for the regular teacher.
- 4) The substitute is expected to be firm and fair in his/her approach to the students. Follow the lesson plan and schedule of the regular teacher. If any situation arises which the substitute feels he/she cannot handle, the substitute should confer with an administrator. Corporal punishment shall never be used.

#### REPORT OF SUBSTITUTE TEACHER TO THE REGULAR TEACHER

- 1) Work completed by the class in all subject areas.
- 2) Assignments given for the following day (according to teacher's lesson plan).
- 3) General discipline report. Teachers and administrators appreciate having reports on those pupils who are most helpful; also, any pupils whose lack of cooperation should be called to the attention of the regular teacher.
- 4) The reports shall be left in the teacher's substitute folder at the end of the school day.
- 5) The reports will be shared with the principal by the classroom teacher when deemed necessary by the classroom teacher.

#### RESPONSIBILITY OF THE REGULAR TEACHER TO THE SUBSTITUTE

The regular teacher shall be expected to maintain a folder of pertinent information labeled "Plans for a Substitute". This folder is to be kept readily available for the substitute. The following information must be included in the folder:

- 1) Lesson plans that are clearly defined and easy to follow.
- 2) The teacher's class schedule and additional assignment and duties.
- 3) Appropriate manuals and desk copies of books available, plans should note pages in books and manuals.
- 4) Class roster, homeroom roster, seating plans, fire drill procedures.
- 5) Attendance slips, student passes and other necessary forms and procedures.

A comprehensive, yet clearly defined, set of instructions will aid the substitute while serving in the teacher's position either for a day or for an extended period of time.

#### REGIONAL SCHOOL UNIT 1

## SUBSTITUTE TEACHER APPRAISAL

(to be completed by the School Principal or designee)

School and \_\_\_\_\_

Name of Substitute \_\_\_\_\_ Grade \_\_\_\_\_

Subject or Grade in Dates of \_\_\_\_\_

which substituted \_\_\_\_\_ Substitution \_\_\_\_\_

In order to appraise the effectiveness of substitutes employed in the RSU 1 schools, please complete this form on all substitutes new to your building. This form may also be used if you wish to change comments previously made on this substitute.

-----

Place a 1, 2, or 3 after each quality. 1 = Excellent 2 = Satisfactory 3 = Unsatisfactory

The substitute:

1. Establishes effective rapport with children \_\_\_\_\_
2. Is attentive to individual child's needs \_\_\_\_\_
3. Understands and implements lesson plans \_\_\_\_\_
4. Establishes and maintains a good learning environment \_\_\_\_\_
5. Establishes effective relationship with professional staff \_\_\_\_\_
6. Implements lessons as directed by the teacher and/or supervisor \_\_\_\_\_
7. General appearance \_\_\_\_\_
8. Would you want to employ this substitute again? Circle one: YES NO

Any additional comments:

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

# GCG-R Sub calling

RSU 1 is committed to insuring that every classroom is covered when a teacher is absent. The superintendent will take every viable step to establish an active and sufficient corps of substitute teachers to meet the needs of the school district. The RSU 1 Board recognizes the negative impact the loss of teacher planning time has on student instruction and the administration shall make every effort to minimize the loss of planning time.

RSU 1 expects that teachers will make every effort to call before 6:00 AM the day the substitute is needed or required in order for the district to have adequate time to obtain appropriate substitutes. When teachers call in after 6:00 AM every effort will be made to obtain a substitute for that day; however, in some instances it is understood that a substitute may not be available for a particular teacher and another staff member may be assigned to cover the absence.

The superintendent will make every effort to recruit and maintain the highest qualified and college educated pool of substitutes possible and update the substitute list on a regular basis. When all other factors are equal, the superintendent will request that substitutes be called based on their educational background and qualifications. The superintendent will match the substitutes with content and grade level experiences.

An updated listing of all substitutes will be maintained by the Office of the Superintendent of Schools and forwarded to all school principals and substitute callers. All substitutes are interviewed, fingerprinted, and put through a criminal history records check prior to being hired by RSU 1. Personnel files containing resumes, college education levels, and transcripts are also maintained by the central office.

The superintendent, after consulting with administrators, is authorized to remove a substitute for cause at his best professional judgment.

The Board will review the substitute compensation on an annual basis.

Adopted: March 23, 2010

Revised: July 20, 2010

# GCI Professional Staff Development Opportunities

## PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Regional School Unit 1 Board recognizes the importance of developing, maintaining, and extending the skills of staff members, and encourages employees to engage in programs and activities that will lead to their professional growth and increased competence.

The Superintendent is authorized to initiate programs and activities which are designed to serve the following purposes:

- A. To provide a structure through which staff members can experience or become familiar with new developments in their areas of specialty;
- B. To familiarize staff members with new research and innovative teaching methods;
- C. To assist staff members in the process of change and school improvement; and
- D. To facilitate the development, implementation, and evaluation of new programs.

Within budgetary limitations, visitations and attendance at conferences may be approved by the Superintendent in accordance with Board policy.

Legal Reference: Ch. 125 8.08 (Maine Dept. of Ed. Rule)

Adopted: May 11, 1992 Reviewed: April 9, 2007 Revised: August 25, 2014; June 16, 2025

# GCK Professional Staff Assignments

The primary consideration in the assignment of professional personnel will be the needs of students and the instructional program.

Personnel shall be assigned on the basis of the [needs of the school system], [personnel qualifications] and their [expressed desires] if they can be accommodated.

The building administrator will have the right to assign classes and courses within an individual school. This assignment shall be made with full regard to the teacher's area of certification and Board policies.

Adopted: May 11, 1992

Reviewed: April 9, 2007

Revised: August 25, 2014



# GCKA Professional Staff Hiring

FILE: GCKA

## PROFESSIONAL STAFF HIRING

Through its employment policies, the Board is committed to attracting, securing and holding the highest qualified personnel for all professional positions.

It is the responsibility of the Superintendent, and persons to whom he/she delegates this responsibility, to determine the personnel needs of the school system and to recommend suitable candidates to the Board for employment.

It is the responsibility of the Superintendent to determine that persons nominated for employment in the schools meet all certification and Board requirements for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

- A. There shall be no illegal discrimination in the hiring process.
- B. Interview and selection procedures shall assure that an administrator shall participate in the selection of any staff member who will work under his/her supervision.
- C. No candidate shall be hired without reference checks and a personal interview.
- D. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.
- E. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Legal Reference: TITLE 20-A MRSA SEC. 13201 ET SEQ.

Cross Reference: [\[Policy AC -- Nondiscrimination/Equal Opportunity and Affirmative Action\]](#) [ ]

Adopted: March 16, 1981

Revised: May 11, 1992; June 12, 1995; February 12, 2007; August 25, 2014 Regional School Unit 1  
Policy GCK -- Professional Staff Hiring

# GCOA Supervision and Evaluation of Professional Staff

## SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

This policy expresses the School Committees intent to establish a thorough, efficient, and nondiscriminatory practice for recruiting and hiring of the most qualified candidates for professional staff positions.

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the Regional School Unit 1 Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) professional staff. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary professional staff require closer support and more frequent performance reviews.

A. Criteria used for evaluation shall be in written form and made permanently available to the staff member; B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent; C. Results of the evaluations shall be put in writing and shall be discussed with the staff member; D. The staff member being evaluated shall have the right to attach a memorandum to the written evaluation; and E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system, consistent with the requirements of the law and applicable Department of Education rules, for full implementation in the 2017-2018 school year. The district Steering Committee must approve/adopt the system and inform the Board when revised.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students. All professional staff are expected to participate fully in the evaluation process,

self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706, 13802

Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08

Adopted: February 27, 2012 Revised: June 16, 2025

# GCOC Evaluation of Administrative Staff

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the Board annually on the effectiveness of the evaluation tool/process used.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference: Ch. 125 §§ 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule)

Adopted: December 17, 2012

# GCQC Resignation of School Unit Employees

## RESIGNATION OF SCHOOL UNIT EMPLOYEES

The Regional School Unit 1 Board authorizes the Superintendent to accept all employee resignations. Such acceptance shall be effective when first communicated to the employee orally or in writing. Acceptance shall be confirmed in writing to the employee. The resignation and its acceptance shall be reported as information to the Board at the next regular or special meeting of the Board.

Cross Reference: GCQCA – School Unit Employee References

Adopted: April 27, 1987

Reviewed: February 12, 2007

Revised: April 13, 1992; December 15, 2014; June 16, 2025

# GCSA - Employee Computer and Internet Use

Regional School Unit 1's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules apply to all school devices used by staff and volunteers (such as laptops and iPads), whether in use at school or off school premises.

Employees and volunteers are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

## Personal Use of School Computers

Employees and volunteers may only utilize school unit computers/devices, network and Internet services for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's and volunteer's job duties and performance, with system operations or other system users.

## Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning computer/device use is mandatory. Any employee/volunteer who violates this policy and/or any rules governing use of the school unit's computers/devices will be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers/devices will also result in referral to law enforcement.

## Filtering Technology

RSU 1 utilizes filtering technology designed to block materials that are obscene, harmful to minors, or includes child pornography.

## No Right to Privacy

RSU 1's computers/devices remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all school devices and Internet activity by employees and volunteers, whether on or off school premises. Employees and volunteers have no expectation of privacy in their use of school computers/devices, network and Internet services. These same provisions extend to personal devices connected to the RSU 1 network and Internet.

## Notification of Policy and Rules

Employees and volunteers shall be informed of this policy and the accompanying rules through handbooks, computer start-up page and/or other means selected by the Superintendent. Each employee/volunteer authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read this policy and the accompanying rules. The acknowledgment form will be retained in the employee's and volunteer's personnel file.

## Implementation and Rules

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computers/devices and network may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Director and others as he/she deems appropriate.

Cross Reference: GCSA-R - Employee and Volunteer Computer/Device and Internet Use Rules.pdf?id=546045)

GCSA-E -- Employee and Volunteer Computer/Device and Internet Use [Acknowledgement Form]

IJNDB -- Student Computer and Internet Use IJNDB-R - Student Computer and Internet Use Rules

EGAD -- Copyright Compliance EGAD-R -- Copyright Compliance -- Administrative Procedure

Adopted: March 16, 2009

Revised: February 26, 2015



# GCSA-E Computer Use- Internet Use Acknowledgement Form

No employee and volunteer shall be allowed to use school computers, the Internet, or personal laptops on the school unit's network until he/she has signed and returned this acknowledgment.

I have read policy GCSA - Employee and Volunteer Computer and Internet Use and GCSA-R - Employee and Volunteer Computer and Internet Use Rules and understand their terms and conditions.

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Printed Name Signature

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Date

Adopted: March 16, 2009

Reviewed: September 18, 2014

# GCSA-R - Employee and Volunteer Computer-Device and Internet Use Rules, 2015

These rules provide general guidance concerning the use of the school unit's computers/devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees and volunteers. Each employee and volunteer is responsible for his/her actions and activities involving school unit computers/devices, network and Internet services, and for his/her computer files, passwords, and accounts. Employees and volunteers who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

## Access to School Computers/Devices and Acceptable Use

The level of employee and volunteer access to school unit computers/devices, networks and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers/devices and networks is strictly prohibited.

## Prohibited Uses

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA or other Board policies, procedures, or school rules, including harassing, discriminatory, threatening or bullying/cyberbullying communications and behavior; violations of copyright laws or software licenses, etc. The school unit assumes no responsibility for illegal activities of employees while using school computers/devices.
2. Any attempt to access unauthorized websites or any attempt to disable or circumvent the school unit's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with their building administrator.

3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes;
5. Downloading "apps" without prior authorization from the Technology Director or building administrator.
6. Any use for private financial gain, commercial, advertising or solicitation purposes.
7. Any sending of email or other messages to groups of school employees (except in the performance of their duties as school employees) without permission of the Technology Director or Superintendent. Prohibited uses of the school's message systems also include but are not necessarily limited to:
  - a. Solicitation of membership in any non-school-sponsored organization;
  - b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
  - c. Political or religious purposes;
  - d. Raising funds for non-school-sponsored purposes, whether profit-making or non-for-profit;
  - e. Selling articles or services of any kind, advertising or promoting any kind of business; or
  - f. Any communications that represent an employee's views as those of the school unit or that could be misinterpreted as such.
8. Sending mass e-mails or messages to school users or outside parties for any purpose without the permission of the Technology Director or building administrator.
9. Any malicious use, damage or disruption of the school unit's computers/devices, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
10. Any attempt to delete, erase or otherwise conceal any information stored on a school computer/device that violates these rules or other Board policies or school rules, or refusing to return computers/devices or related equipment issued to the employee upon request.

## Disclosure of Confidential Information

Employees/volunteers are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential, and is not disclosed, used or disseminated without proper authorization.

# Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

1. Employees and volunteers who use school computers/devices with students for instructional purposes have a duty of care to supervise such use and to enforce the school unit's policies and rules concerning student computer/device and Internet use. When, in the course of their duties, employees or volunteers become aware of a student violation or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
2. Any allowed student use of direct electronic communications must be closely monitored.

## Compensation for Losses, Costs and/or Damages

An employee is responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and school rules while the employee is using school unit computers/devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers/devices.

## F. Employee Acknowledgment Required

Each employee authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form (GCSA-E) stating that they have read policy GCSA and these rules. The acknowledgment form will be retained in the employee's personnel file.

## Additional Rules for Use of Privately-Owned Computers/Devices by Employees

1. The Technology Director will determine whether an employee's privately-owned computer/device meets the school unit's network requirements.
2. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on the school unit's network or staff would be unreasonable.
3. The employee is responsible for proper care of his/her privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school.

4. The school unit is not responsible for damage, loss or theft of any privately-owned computer/device.
5. Employees are required to comply with all Board policies/procedures (including Sections A-C of these rules) and school rules while using privately-owned computers/devices at school.
6. Employees have no expectation of privacy in their use of a privately-owned computer/device while it is being used at school. The contents of the computer/device may be searched in accordance with applicable laws and policies.
7. The school unit may temporarily confiscate any privately-owned computer/device brought to school and used by an employee in school without authorization as required by these rules.

Cross Reference: GCSA -- Employee and Volunteer Use of School-Issued Computers, Devices and the Internet

Adopted: March 16, 2009

Revised: February 26, 2015

# GCSB-

# Employee Use Of Social Media

For the purpose of this policy, "social media" is defined as any form of online publication or presence that allows interactive communication. Social media includes, but is not limited to, social networks, blogs, Internet websites, Internet forums and wikis.

The Board recognizes that school employees may be interested in developing a social media presence for instructional, curriculum development, communications (including those associated with extracurricular activities) and/or staff development purposes.

School employees who use social media for professional purposes, are expected to comply with all applicable federal and state laws and regulations, Board policies and the school system's "responsible use" ("acceptable use") rules for technology and procedures and/or guidelines for social media use.

A school employee's professional social media presence should be separate from his/her personal social media presence. School employees who maintain personal social media accounts are expected to comply with applicable laws, regulations and Board policies, maintain appropriate boundaries between students and staff, exhibit professional decorum, and not engage in conduct that distracts from or disrupts the educational process or the operations of the schools.

The Superintendent/designee(s) shall be responsible for developing rules and/or guidelines for employee use of social media. Such rules and/or guidelines will apply to school volunteers as well as school employees.

Cross References:

GBEB- Staff Conduct with Students

GBEF- Personal and District Issued Personal Electronic Devices

GCSA- Employee and Volunteer Computer and Internet Use

IJNDB- Student Computer and Internet Use

IJNDC-E(2) -- Agreement to Publish Student Information on School Department Websites

JRA- Student Education Records and Information

Adopted: July 22, 2013



# GDA- Support Staff Positions

File: GDA

## SUPPORT STAFF POSITIONS

The school system shall employ support personnel in positions that function to aid in the educational programming of the schools. All such support staff positions in the school system shall be established initially by the Board. Upon creation of a new position, the Superintendent will prepare a job description, which will be reviewed by the Board before approval.

Support staff employees shall be those who work in the following general areas:

- A. Secretarial staff;
- B. Educational Technicians (teacher aides/teacher assistants -- full-time or part-time);
- C. Maintenance staff;
- D. Food services staff.
- E. Coaches; and
- F. Other extra/co-curricular, part-time, extra-duty positions.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Board may abolish a position once it has been created.

Adopted: May 11, 1992

Revised: October 27, 2014



# GDF - Support Staff Employment

File: GDF

## SUPPORT STAFF EMPLOYMENT

When any non-instructional position is created or becomes vacant, an effort will be made to fill that position with the best qualified candidate.

The Superintendent is hereby designated as the agent of the Board to develop such procedures as are necessary under the law to carry out this policy, and to employ, appoint, assign, promote, transfer, accept resignations and terminate non-instructional staff in accordance with this and other applicable policies of the Board. The Board shall receive information about non-instructional positions periodically throughout the school year.

This policy applies to all full and part-time support staff positions.

Cross Reference: AC- Nondiscrimination/Equal Opportunity and Affirmative Action

CBC -- Duties of the Superintendent

GDA -- Support Staff Positions

Adopted: May 11, 1992

Revised: October 27, 2014

# GDFA Authorization to Hire

File: GDFA

## AUTHORIZATION TO HIRE

The Superintendent shall offer contracts to outstanding candidates as a matter of expediency whenever normal procedures would tend not to be in the best interest of the school district.

The appointments will be confirmed by the Board at its next regular or special meeting.

Adopted: April 21, 1965

Revised: April 2, 1968; April 1, 1980; April 13, 1992

Reviewed: August 14, 2014

# GE Filling of Co-Curricular Positions

File: GE

## FILLING OF CO-CURRICULAR POSITIONS

The RSU 1 Board of Directors will approve all personnel, both stipend and volunteer, recommended by the Superintendent for co-curricular positions using the following schedule:

June meeting -- Fall co-curricular positions

September meeting -- Winter co-curricular positions

January meeting -- Spring co-curricular positions

Vacancies in co-curricular positions will be approved by the Board as candidates become available.

Legal Reference: Title 20A MRSA, Sec. 13201, Teacher Employment

Adopted: June 24, 1980

Revised: May 11, 1992, February 14, 1994, June 10, 1996