

2018

HUMAN RESOURCES

SECTION 9
ACSA POLICIES & PROCEDURES

Section 9 — Human Resources

A. Executive Director

Policies:

9.1 Basic Function

The executive director is a proven leader, who will pilot California educators in transforming California schools, advocate for school districts and have the ability to successfully partner with other organizations. Serves as chief executive officer, recommends and participates in the formulation of new policies and makes decisions based upon existing policies as approved by the Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the association to assure that the mission and annual goals are attained and member needs met. Maintains effective internal and external relationships. Through management and leadership, achieves economical, productive performance; forward-looking programming and constructive growth of the association.

(Revised: February 2014 Board)

9.2 Duties, Responsibilities and Authority

Within the limits of the bylaws and policies and procedures, the executive director is responsible for and has authority to accomplish the duties below:

- 9.2.1 Fully informs the Board of Directors on the conditions of the association and all important factors influencing them, including but not limited to, weekly contacts with the ACSA President and regular contacts with all Executive Committee members.
- 9.2.2 Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the goals of the association.
- 9.2.3 Develops for purpose of day-to-day administration specific policies, procedures and programs to implement the general policies established by the Board of Directors.
- 9.2.4 Executes all decisions of the Board of Directors.
- 9.2.5 Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- 9.2.6 In cooperation with the Board of Directors' Finance Committee, develops, and recommends and, upon approval, operates within an annual budget. Insures that all funds, physical assets, and other property of the association are appropriately safe-guarded and administered. Obtains appropriate fidelity bonds, at the expense of ACSA and subject to the approval of the board. Executes bylaw provisions with respect to an annual C.P.A. audit.

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- 9.2.7 Organizes and supports the official meetings of the association.
- 9.2.8 Maintains minutes of the official meetings of the association.
- 9.2.9 Enters into an annual agreement with the Board of Directors respecting his/her working relationship with the ACSA president.
- 9.2.10 Establishes a sound organizational structure for the ACSA offices.
- 9.2.11 Directs, supervises, and coordinates all approved programs, projects and major activities of the staff.
- 9.2.12 Recruits, selects, and trains association personnel. Responsible for all hiring, promotions and terminations subject to ACSA policies and ratification by the Board of Directors.
- 9.2.13 Defines staff duties, establishes performance standards, conducts performance reviews and maintains competitive salary structure.
- 9.2.14 Plans, coordinates and conducts a public relations program to enhance public support for school administrators.
- 9.2.15 Serves as executive editor of the association's official publications.
- 9.2.16 Directs research and related projects, prepares reports and publishes the results on subjects deemed of importance to the membership.
- 9.2.17 Develops cutting-edge training for a diverse membership, using various technology sources to deliver the programs, as well as face-to-face meetings.
- 9.2.18 Leads the use of cutting-edge technologies.
- 9.2.19 Plans, organizes and directs the membership promotion and retention programs.
- 9.2.20 Directs, plans, and executes all communications to the general membership.
- 9.2.21 Promotes interest and active participation in the association's activities on the part of the membership at region and charters, and reports activities of the board and the association through the communications media of the association.
- 9.2.22 Maintains visibility and accessibility to membership to the greatest degree possible.
- 9.2.23 Maintains engaged relationships with other organizations, both public and private, and other association, industry, government and public service organizations.

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- 9.2.24 Provides the necessary liaison and staff support to committee chairpersons and committees to enable them to properly perform their functions. Insures that committee decisions and recommendations are in alignment with the mission and ACSA annual goals and are submitted to the Board of Directors for approval.
- 9.2.25 The Executive Director services as the secretary of the association.
- 9.2.26 Performs related duties as assigned by the Board of Directors.

(Revised: February 2014 Board)

9.3 Relationships

- 9.3.1 The executive director is responsible to the board of directors for the administration of the offices and for proper interpretation and fulfillment of all of his or her functions, responsibilities and authority, and relationships.
- 9.3.2 Establishes such relationships as the board of directors may specify or as he/she may deem advisable in the best interests of the association but in conformity with established policy.

(Revised: February 2014 Board)

9.4 Delegation of Duties

The executive director may delegate to subordinates any of the powers and duties which the board has entrusted to the executive director, but the executive director shall be responsible to the board for the execution of the powers and duties so delegated.

The specification of the particular duties outlined for the executive director shall not be interpreted to exclude those duties not specified but which are incident to the position of executive director, as chief executive officer; the executive director shall have the other powers incident to such position and the board may require the executive director to perform all of the duties of such position.

9.5 Supervision and Evaluation of Association Staff

The executive director shall supervise all employees and be responsible for the satisfactory performance of the work assigned to them.

- 9.5.1 All staff are assigned and report to the executive director.
- 9.5.2 The executive director shall insure that each employee receives an annual evaluation.

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B. Employees — State Level

Policies:

9.6 Employment of Personnel

The association may employ personnel necessary to implement its purposes.

9.6.1 There are three classifications of state employees:

- Exempt Staff
- Non-Exempt Staff
- Field Staff

9.7 Equal Employment Opportunity

9.7.1 ACSA shall not discriminate against any job applicant or employee on the basis of race, color, religion (including religious dress and grooming practices), creed, sex, pregnancy, childbirth or related medical condition, breastfeeding and medical conditions related to breastfeeding, ancestry, citizenship, national origin, age, marital status, registered domestic partner status, sexual orientation, physical or mental disability, medical condition, genetic characteristics, veteran status, or any other characteristic or class protected by federal, state or local law.

9.7.2 ACSA shall not fail to hire, or discharge an individual, or discriminate against an individual with respect to his/her compensation, terms, conditions, or privileges of employment, on the basis of race, color, religion (including religious dress and grooming practices), creed, sex, pregnancy, childbirth or related medical condition, breastfeeding and medical conditions related to breastfeeding, ancestry, citizenship, national origin, age, marital status, registered domestic partner status, sexual orientation, physical or mental disability, medical condition, genetic characteristics, veteran status, or any other characteristic or class protected by federal, state or local law.

9.7.3 ACSA shall not discriminate against any of its employees or applicants for employment because they have opposed an unlawful employment practice or because they have made a charge, testified, assisted, or participated in any manner, in an investigation, proceeding, or hearing, under any equal employment opportunity law.

9.7.4 Human Resources shall keep adequate personnel records indicating compliance with ACSA's policy of equal employment opportunity.

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9.7.5 Human Resources shall insure that all position descriptions, notices or advertisements of positions indicate that ACSA is an equal opportunity employer.

9.7.6 If a violation of this equal employment policy occurs, the executive director and/or Human Resources shall take effective remedial action in accordance with the circumstances involved.

(Revised: February 2014 Board of Directors)

9.8 **Supervision and Evaluation**

The executive director shall supervise all employees and be responsible for the satisfactory performance of the work assigned to them.

9.8.1 All staff are assigned and report to the executive director

9.8.2 The executive director shall insure that each employee receives an annual evaluation.

9.9 **Delegation of Duties**

The executive director may delegate to subordinates any of the powers and duties which the board has entrusted to the executive director, but the executive director shall be responsible to the board for the execution of the powers and duties so delegated.

9.10 **Employee Handbook**

A current employee handbook shall be maintained and provided to all members of the staff.

9.10.1 The employee handbook shall include a listing of benefits and other important information.

(Revised: February 2014 Board)

9.11 **Salaries**

Salaries of staff members will be prorated in the budget according to their assignment.

9.11.1 Except upon receiving a negative overall evaluation staff members shall receive a one-step advance on the salary schedule within their existing range on July 1 of each year for exempt staff, or on their anniversary date for non-exempt staff.

9.11.2 Any employee who has provided the association with ten or more years of uninterrupted full time service shall receive a 5% longevity increase based upon their current salary.

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9.12 Benefits

Added benefits for staff shall be reviewed and approved by the board.

9.12.1 A liability program will be purchased to cover all staff members.

9.12.2 Employees shall be covered by a retirement program.

(Revised: February 2014 Board)

9.13 Holidays

Paid holidays to be given employees are:

New Year's Day	Martin Luther King's Birthday
Lincoln's Birthday	Washington's Birthday
Good Friday (1/2 day)	Cesar Chavez Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Friday after Thanksgiving
Winter Break (5 days)	

9.14 Complimentary Membership

Current ACSA staff shall receive complimentary associate membership.

Procedures:

9.15 Hiring Procedures for Executive Staff

The following hiring procedures will be followed for executive staff:

9.15.1 The position as described in a job description shall be advertised throughout the state.

9.15.2 The final date for receiving applications shall be included in the advertisement.

9.15.3 The executive director or his designee will work with a screening committee to screen applications.

9.15.4 A screening committee appointed by the executive director or his designee will interview down to the finalists.

9.15.5 The executive director will always be included in the final recommendation unless the screening is to replace the executive director.

9.15.6 When reorganization occurs, the executive director shall determine staff placement.

9.15.7 The executive director will communicate the appointment to the board identifying placement on the salary schedule and other terms of the contract or employment agreement.

(Revised: February 2014 Board)

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9.16 Hiring Procedures for All Other State Employees

The hiring procedures for all other staff are listed in the employee handbook.

(Revised: February 2014 Board)

9.17 Compliments For Staff or Complaints Against Staff

Compliments for, or complaints against, a member of the staff by a member, should be made to the executive director. Compliments for, or complaints against the executive director should be made to the president.

Complaints should be in writing.

If a complaint is not resolved with the executive director to the satisfaction of the member, it may then be filed with the president. In all cases, the board of directors shall be the final level for any complaint.

C. Field Staff

Policies:

9.18 Employment of Personnel

The association may employ personnel as Field Staff to implement its purpose throughout the state.

9.19 Benefits

Field staff are not eligible for ACSA sponsored benefits including any health and welfare benefits, retirement plan, or vacation and sick time accruals.

9.20 Funding

Funding for the field Staff will be included in the annual budget.

9.21 Evaluation

The director of member services shall ensure that each field employee receives an annual evaluation.

9.22 Complimentary Membership

Complimentary membership will be given to the member recruitment team.

9.23 Liability Insurance

Field staff will be covered by the association's professional liability plan.

(New: February 2014 Board)

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D. Employees – Region Level

Policies:

9.24 Employment of Personnel

It shall be the policy of ACSA to allow regions to hire part-time staff to serve in regions.

9.25 Funding

If the region chooses to hire staff, funding for that staff will be included in the region's annual budget.

9.26 Evaluation

The region president will annually conduct an evaluation of region employees.

9.27 Employment Status

Employment status for region employees is fully defined by contract. There are no other rights or benefits of employment, including those set forth in the employee handbook.

9.28 Complimentary Membership

Complimentary membership will be given to region consultants (or their equivalent).

Procedures:

9.29 Tasks for Region Employees

Tasks assigned to the region employees shall be identified by the region president and region board of directors.

9.30 Payment Options for Region Employees

It is recommended that regions select one of the two following options for payment of region employees:

9.30.1 The region selects an employment agency to process payment to region employees; the agency will charge a processing fee and deduct the necessary taxes. With this option the region employee becomes an employee of the agency.

9.30.2 The region uses an employee contract that is forwarded to state ACSA. State ACSA will deduct the necessary taxes and forward payment to the region employee. In this option, the region employee is indirectly an employee of state ACSA. On a monthly basis, state ACSA will deduct the amount of the region employee's compensation plus the amount paid for taxes from the region rebate.

(Revised: February 2014 Board)