

**BILLINGS PUBLIC SCHOOLS  
HUMAN RESOURCE SERVICES**

**5015**

**Staff Supervision/Labor Agreements/  
Compensation Plan**

The general and overall supervision of all School District personnel shall be the duty of the Superintendent. Under the direction of the Superintendent, the direct supervision of work and assignments, including transfers, is delegated to appropriate designee.

The Human Resource Services Department shall provide the Superintendent and administrators assistance in record keeping, classification procedures, position descriptions, hiring, and supervisory or evaluative techniques as requested.

Each administrator in the District who has supervisory responsibility over staff has the authority and responsibility to assign work, evaluate performance, recommend transfer, and generally supervise staff under his/her direction. However, in addition, changes in classification, overtime, contract or FTE extension need Central Office approval.

For employees who are members of a collective bargaining unit, additional conditions of employment are as designated by labor agreements. Conditions of employment for non-unionized employees are designated in Board policy, Montana laws and regulations, job descriptions established by the School District, and such duties and responsibilities as assigned by supervisors.

Date Adopted: March 18, 1996