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| POLICY TITLE: HUMAN RESOURCES | POLICY SECTION: EXECUTIVE LIMITATIONS | POLICY NO: EL-1 |
| APPROVED BY: BOARD | REGULAR BOARD POLICY REVIEW FREQUENCY: ODD YEARS (AUGUST) | MONITORING OF SUPERINTENDENT FREQUENCY: ANNUAL |
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EL-1a Expectations of the Superintendent

Expectations of the Superintendent (Overall Executive Constraint)

Background

The Federal Way Public Schools Board has a multifaceted approach to governance of risk. One of the primary components of this approach is the use of executive boundaries which are outlined in Executive Limitations Policies and which are instructive to the Superintendent. These policies address the major areas of enterprise-wide risk and identify the Board's risk tolerances in each of these risk subject areas.

Policy

The Superintendent shall not cause, allow, or fail to prevent any practice, activity, decision, condition, procedure or organizational circumstance which is:

- Imprudent, unlawful, or unethical;
- In violation of commonly accepted business and professional ethics;
- In violation of Board values and policies;
- In violation of contracts including collective bargaining agreements;
- Leaves the organization unprepared for emergency situations; and
- A conflict of interest.

EL-1b Organizational Continuity and Executive Succession

Organizational Continuity and Executive Succession

In order to ensure continuity of district operations, the Superintendent shall not allow the district's leadership or any critical functions to be unprepared to respond to conditions that can stop or otherwise impede district operations.

In order to protect the Board in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that at least one or more other executive staff member(s) is/are familiar with Board and Superintendent issues and processes and is/are capable of assuming Superintendent responsibilities on an emergency basis.

EL-1c Staff Relations

Staff Relations

The Superintendent shall not fail to ensure all staff are treated with respect and dignity.

Accordingly, the Superintendent may not:

1. Fail to establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning.
2. Fail to ensure reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers.
3. Fail to select the most qualified and best suited candidates
4. Fail to make progress toward a diverse staff that reflects our community.
5. Operate without written human resources policies and procedures which:
 - Meet human resources standards and government requirements;
 - Clarify personnel rules and processes for staff;
 - Provide for effective handling of complaints;
 - Protect against discrimination, harassment, or other mistreatment;
 - Provide an appropriate whistle-blower process.
6. Prevent employees from presenting complaints and grievances to the Board when administrative remedies have been exhausted and the employee alleges that Board policy has been violated.
7. **Fail to direct staff to conduct Federal Way Public Schools business and working relationships with honesty, integrity, and in a professional manner.**
8. **Permit staff to be without reasonable opportunity for professional growth and development.**
9. **Use an employee performance and feedback process that fails to measure employee performance in terms of achieving the outcomes status in the Board's Ends Policies within the Executive Limitations leading to improving scholar achievement.**

EL-1d Staff Compensation

Staff Compensation

With respect to employment compensation and benefits for employees, the Superintendent shall not fail to employ the highest quality staff at the most reasonable costs to the district, nor jeopardize the fiscal integrity or public image of the district.

Accordingly, the Superintendent may not:

1. Change their own compensation and benefits, as evidenced by the annual contract and district records, nor fail to abide by all district regulations regarding employee compensation;



2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed;
3. Deviate from established fiscal accounting procedures and fiscal checks and balances applicable to all other district employees;
4. Fail to recommend for Board approval salary ranges that represent fair and competitive compensation for all employees.

EL-1e Staff Evaluations

Staff Evaluations

With respect to evaluation of employees, the Superintendent shall not cause or allow an evaluation system that does not measure employee performance in terms of achieving the Board's Ends policies and complying with the Board's Executive Limitations policies.

Accordingly, the Superintendent may not:

1. Fail to develop and administer an evaluation system that leads to improving scholar achievement.