



Capital School District

Board of Education Policy

Section: Human Resources
Title: Teachers and Human Resources
Policy #: 500-06
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide employee information to the staff of the district.

OPEN PERSONNEL FILES

The board accepts the principle of an employee's review of the contents of his/her personnel files. The procedure which follows is the manner in which this may be done. Upon written request to the human resources office, an employee will be scheduled for an opportunity to review his/her personnel files. This review will take place in the presence of a member of the human resources office staff. College placement papers, transcripts, references, interview records, and similar materials gathered in connection with the employee's application for a position in the district will be excluded from the review. [See Master Agreement]

TENURE

A Delaware teacher acquires tenure on the completion of three years' service in the state and the signing of a fourth contract with the Capital School District. Two of the three years must have been in the employ of the board where tenure is to be acquired.

SUPERVISION AND APPRAISAL

The primary purpose of supervision is the improvement of performance. The building principal is the primary supervisor of every person assigned to his building and is required to submit an annual evaluation of each teacher for whom he/she is responsible through the Delaware Performance Appraisal System. All other employees will be evaluated according to the Capital School District evaluative process. Cooperative appraisal and self-evaluation are encouraged as contributory to continuous improvement.

STAFF REDUCTION POLICY

1. District policy will be to retain existing staff members insofar as practicable subject to the board's analysis of the district's capability to retain staff in the face of declining enrollment and reduced unit count.
2. New teachers hired after the beginning of the school year will be issued terminal contracts with continued employment contingent on successful performance and the availability of the teaching position.

3. In any reduction in force, non-tenure teachers will be released prior to tenured teachers subject to certification requirements.
4. Seniority within the district in area of certification will be one of the primary considerations in terminating a staff member due to a reduction in force.
5. A tenured teacher who is terminated due to a reduction in force will have the first opportunity to fill any vacancy within the district for which that teacher has the minimum requirement of an initial license. The teacher will then have up to three years in which to achieve full certification.
6. In exceptional cases a teacher with greater seniority may be terminated ahead of a teacher with lesser seniority, such as:
 - a. *For program need:* Shifting enrollment patterns or changes in course offerings due to state regulations or board-approved curriculum changes are defined as program need.

Evaluation: Evaluation is defined as administrative judgment concerning job performance by a member of the staff. Evaluation will be conducted in a manner consistent with the evaluation policy and philosophy of the Capital School District. A member of the staff whose level of competency is evaluated to be demonstrably inferior to other staff members in his or her area of certification may be terminated prior to a staff member with lesser seniority.

7. If a tenured staff member is terminated for reasons other than seniority, that staff member will receive a written statement of specific reasons for his or her termination and will have the right to a hearing with the Board of Education for purposes of appealing that termination.
8. It is understood that this staff reduction policy does not in any way damage the right of any party involved in a reduction in force to pursue legal recourse if the party so desires.