



## Board Policy

5.60.010-P

# Administrative Employees' Terms of Employment

### I. Definitions

- (1) Superintendent; Licensed Administrators; Non-Licensed Administrators
    - (a) Superintendent – Appointed by the Board and holds a valid, permanent or temporary Superintendents' license from the Oregon Teacher Standards and Practices Commission (TSPC.)
    - (b) Licensed Administrators – employees who have met the standards and administrative licensing requirements of the TSPC, hold a current administrator's license with TSPC, and are employed in a District position that requires TSPC licensing.
    - (c) Non-licensed Administrators - Employees of the district that are not represented by a bargaining unit, do not meet the definition of "Licensed Administrator" or "Superintendent," and whose position is classified as Grade 20 or higher on the Administrator, Supervisor, and Professional/Technical (03) salary schedule. For purposes of this policy and related Administrative Directives, a non-licensed administrator may hold a valid teaching or administrative license, but is not required by their current position to be licensed.
  - (2) Employment Contracts - a binding written agreement between a Licensed Administrator and the District.  
~~Administrative Application~~
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- (1) This policy applies to all PPS employees whose job duties or requirements meet the definition of licensed or non-licensed Administrator as defined in this policy.
  - (2) Notwithstanding II (1) above, the terms of employment and contract provisions for the Superintendent are not covered by this policy.
  - (3) Terms of employment for Administrators required by statute or allowed by this policy to have a written contract will be outlined by their individual contract. Any issues not covered by the written contract will be governed by this policy

or any appropriate policy or administrative directive.

- (4) Terms of employment for Administrators not required or allowed a written contract will be governed by this policy or any appropriate policy or administrative directive.

### **III. General Terms of Employment – Licensed and Non-licensed Administrators**

#### **(1) Appointments & Assignments**

- (a) The Superintendent shall have authority to appoint, assign, or alter the assignment of, and to transfer any or all Non-represented Employees, in accordance with Oregon law, Board Policies, and District Administrative Directives, except 90Bp.6 (i), (on) Tc 0 Tw

particular administrator prior to the hiring or assignment of that individual.

(c) Each administrator shall have a current employment contract

from the Administrator's salary.

(7) Travel Reimbursement.

- (a) The Superintendent shall develop a schedule of reimbursement for necessary travel for Administrators.
- (b) The schedule may include a stipend for related travel.
- (c) The schedule shall include actual mileage reimbursement levels.
- (d) The schedule shall be codified in District policy and administrative directives.

**IV. Additional Terms of Employment - Licensed Administrators**

- (1) A licensed administrator below the rank of assistant superintendent shall serve a probationary period of three years. The administrator and the district may mutually agree to a shorter probationary time period.
- (2) Following successful completion of the probationary period, a licensed administrator shall, in accordance with ORS 342.845 (5), be employed pursuant to a three-year employment contract.
- (3) Subsequent dismissal, reduction in pay, or contract non-extension shall be according to provisions of Oregon Law.

approved in advance in writing by the superintendent before this benefit is offered to the candidate.

- (4) The Superintendent shall develop an administrative directive specifying allowable travel or moving expenses for candidates and new administrative employees.
- (5) The Board shall review and approve the administrative directive.

## **VII. Effective Dates**

The effective date for new administrators, current non-contract administrators is upon Board approval of this policy.

Legal References: ORS 332.505, 332.507, 342.120, 342.140, 342.200, and 342.845(5)&(6)

History: 6/71, 5/76, 12/77, 1/79, 9/95, amended 2/28/2005 Board Action 3225; 12/2021