



---

**Administrative Regulation:**

**#400.1**

---

### Personnel Policies

1. The Superintendent is responsible for defining the duties and responsibilities of all personnel employed by the School Department, including those funded by grants or tuition-supported programs. Job descriptions will be developed consistent with Policy # 140.
2. The School Committee delegates to the Superintendent the authority to take the following personnel actions, as established in contracts or policies:
  - a. approve resignations or retirements
  - b. approve requests for leaves of absence as set forth in contracts including child-bearing and child-rearing leave
  - c. conduct other matters of personnel administration as set forth in contracts or policies.
3. The Superintendent will refer to the School Committee for final disposition: a. requests for sabbatical leave with pay; b. unusual personnel requests/actions not provided in contracts or policy.
4. Each principal and other administrator will adhere carefully to the procedures for evaluation of personnel. In this regard each administrator will furnish to the superintendent by March 31 a list of every employee in the school (or under the administrator's supervision), indicating the administrator's recommendation regarding: a. reemployment for the following school year; and b. recommendation regarding a salary increase. Concerning professional staff whose reemployment would lead to the granting of Professional Status, the supervisor will prepare a separate, specific recommendation which includes the reasons for the recommendation. The lists referred to in this paragraph will be signed and dated by each supervisor preparing a list.

---

Date Approved: 2/26/2015  
Earlier Version: 5/09, 1/97  
Cross Reference: #14, #140  
Legal Reference: M.G.L. 71:41

---