



TO: Board Members

FROM: Chris Ragsdale

DATE: March 30, 2015

SUBJECT: Modifications to Administrative Rules for
April 15, 2015 Board Work Session

VIA EMAIL

The Superintendent recommends the following revisions to Administrative Rules:

Administrative Rule GARF-R (Employee Transfers)

Administrative Rule GARF-R addresses District procedures regarding employee transfers. During a presentation at the March 11, 2015 board work session, Board Member Morgan requested that language be changed regarding a requirement that principals interview a minimum of one transfer applicant for each staff opening. In addition, Human Resources has requested that differentiated language be removed so as to treat both classified and certified employees in the same manner. Human Resources has also proposed new language regarding the effective date of transfers.

On behalf of Human Resources, Policy, Planning and Student Support recommends the following changes to Administrative Rule GARF-R:

1. Deletion of differentiated language between classified and certified employees
2. Revision of language requiring principals/supervisors to interview a minimum of one transfer applicant
3. Revision of language regarding the effective date of transfers

Administrative Rule GARI-R (Employee Evaluation)

Administrative Rule GARI-R addresses employee evaluations, the District's commitment to ensure high-quality instruction, and compliance with state law, State Board of Education Rules, Board Policy, and Administrative Rules. During a recent review of the evaluation process, it was determined that language in the rule does not align with state timelines and other District Administrative Rules.

On behalf of Human Resources, Policy, Planning and Student Support recommends the following changes to Administrative Rule GARI-R:

1. Revision of language regarding the timeline for evaluations allowing Human Resources to establish deadlines in conjunctions with current state timelines.

Gregory, Doyle, Calhoun & Rogers has reviewed all suggested changes and concurs with Administration.

Administration is providing this information in compliance with Board of Education Policy BDF (Review of Administrative Rules), which reads:

“The proposed Rule(s) shall be sent to the Board for their review in advance of issuance. Specifically, their review shall include at least the ten (10) days immediately prior to the next Board Work Session. If no objection is indicated by Board member(s) to the Chair prior to the adjournment of the Board Work Session, the Rule(s) shall be deemed accepted.”



DISTRICT ADMINISTRATIVE RULE

GARF-R Employee Transfer

6/12/13 ~~??/15~~

RATIONALE/OBJECTIVE:

Each Cobb County School District (District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District provides opportunities for employees to transfer from one work site to another within the District according to the personnel needs of the District.

RULE:

A. ELIGIBILITY:

~~1. Classified Employees:~~

~~Classified employees~~

Employees with a satisfactory performance evaluation are eligible to apply for transfer at any time if the following conditions are met:

1. ~~a.~~ Has been at the present school/worksites for two years at time of transfer;
2. ~~b.~~ Is requesting a move from one level to another (i.e. elementary to middle);
3. ~~c.~~ Is requesting a change in length of work day (i.e. full-time to half-time); or
4. ~~d.~~ Was a designated re-assignee for the current school year.

~~2. Certified Employees:~~

~~a. Certified employees are eligible to apply for a transfer if he/she meets both of the following:~~

- ~~(1) Has been recommended for employment for the next school year; and~~
- ~~(2) Is not on a limited contract~~

~~b. In addition, the employee must also meet one of the following criteria:~~

- ~~(1) Has been at the present school for two years at the time of transfer;~~
- ~~(2) Is requesting a move from one level to another (i.e. elementary to middle);~~
- ~~(3) Is requesting a change in length of work day (i.e. full time to half time);~~
- ~~(4) Was a designated re-assignee for the current school year;~~
- ~~(5) Is requesting a change to a designated critical needs area;~~
- ~~(6) Is requesting a move to District supplemented position (i.e. English teacher to English teacher AND head tennis coach); or~~
- ~~(7) Is requesting a move from a non-High Priority School to a High Priority School.~~

B. PROCEDURES:

The following regulations will be observed in regard to transfer of employees:

1. Posting Requirements:

Lists of vacancies and related transfer information shall be posted online on the District's Web site.

2. Prohibited Contacts:

Administrators should not contact potential transfers until the official transfer forms have been made available.

3. Required Responses:

~~(1)~~ **a.** It is the responsibility of the Principal/supervisor at the requested school or work site to respond to the employee applying for a transfer.

~~(2)~~ **b.** Principals/supervisors will send a letter to all teachers/employees interviewed for transfer positions notifying them of the status of the vacancy.

4. Application Timeline:

49 a. ~~Certified Personnel:~~

50 (1) ~~Requests for administrative positions are not processed through these transfer~~
51 ~~provisions.~~

52 (2) ~~All applications for transfers of teachers must be made between February 15 and~~
53 ~~May 28 of the school year.~~

54 (3) ~~Transfers for teachers will be finalized, except in extraordinary circumstances, by~~
55 ~~May 31.~~

56 b. ~~Classified Personnel:~~

57 ~~Classified employees~~ **Employees** may apply for a transfer at any time if the employee
58 has served two (2) consecutive years at the same work site.

59 5. **Interview Requirement:**

60 Principals/supervisors or designees ~~will~~ **are encouraged to** interview a minimum of **one**
61 **(1)** transfer applicant for each staff opening.

62 6. **Maximum Impact:**

63 The voluntary transfer process shall not create more than ten percent loss in staff in each
64 school program.

65 7. **Paperwork Requirements:**

66 a. All necessary forms must be completed and forwarded to Human Resources Division
67 before transfers will be processed.

68 b. Transfers will be considered final after approval by the Superintendent and the Board
69 of Education.

70 c. Personnel action forms will be sent to those employees whose requests for transfer are
71 approved.

72 8. **Effective Date:**

73 ~~Transfers will be effective with the new school year.~~

74 a. **For transfers that occur during the school year the effective date will be**
75 **determined and agreed upon by the principals of each school impacted by the**
76 **transfer.**

77 b. **Transfers that occur following the conclusion of the school year will be**
78 **effective with the start of the new school year.**

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80 **C. FAMILY MEMBER LIMITATIONS:**

81 7. Transfer requests that would result in immediate family members working in the same
82 school or division of the District must be pre-approved by Human Resources Division.
83 Under no circumstances will a transfer request be approved that would result in an
84 employee be assigned to supervise the activities or evaluate the performance of someone
85 in his/her immediate family.

86 8. For the purposes of this provision, the term "immediate family" is defined as:

87 a. A spouse, child, sibling, parent, or the spouse of a child, sibling or parent;

88 b. Any relative living in the household of the employee; or

89 c. All step relatives as identified above.

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91 **D. DISTRICT PREROGATIVE:**

92 The Human Resources Division may make exceptions to this Rule as it meets the needs of the
93 District. This would include, but not be limited to, the District recruitment fairs.

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96 Approved: 6/15/66

97 Revised: 5/8/68; 2/11/70; 9/8/71; 5/8/74

98 Reviewed: 7/74; 8/13/75; 7/28/77

99 Revised: 8/10/77; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 6/19/86; 11/12/87; 6/27/91; 2/5/92; 2/3/93; 9/22/94; 3/28/96;
100 2/11/98; 1/12/00; 10/26/00; 1/25/02

101 Reclassified an Administrative Rule: 9/1/04

102 Revised: 7/1/05; 11/14/07; 2/10/10

103 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBNA)

104 Revised: 6/12/13; **??/15**

105
106 Legal Reference:

107 O.C.G.A. 20-02-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks



DISTRICT ADMINISTRATIVE RULE

GARI-R Employee Evaluation

7/16/14 ~~7/16/15~~

RATIONALE/OBJECTIVE:

Employee evaluations seek to:

- Ensure high-quality instruction;
- Comply with state law, State Board of Education Rules, Cobb County Board of Education (Board) Policy, and Cobb County School District (District) Rules;
- Recognize outstanding performance;
- Provide opportunities for two-way communication about goals and performance; and
- Document objective information needed for decisions about employee retention, promotion, compensation, dismissal, transfer, placement and preference in the event of a reduction in force.

RULE:

All personnel shall have their performance evaluated annually by appropriately trained evaluators. All such performance evaluation records shall be part of the personnel evaluation file and shall be confidential.

A. CERTIFICATED EMPLOYEES:

1. All teachers evaluated under the Cobb Keys for Teacher Effectiveness System shall be evaluated according to the requirements of state law and State Board of Education rules. All assistant administrators, assistant principals and principals shall be evaluated under the Cobb Keys for Leader Effectiveness System.
2. Evaluations will be processed and stored in the electronic format approved by the State Department of Education.
3. The summative assessment and summative conference must be completed ~~prior to May 1~~ **at least ten (10) school days prior to the state's annual evaluation deadline by a deadline established by Human Resources.**
4. Teachers and other contracted certified employees (Contributing Professionals) who are not evaluated under the Cobb Keys for Teacher Effectiveness System shall be evaluated annually, ~~prior to May 1 of each year,~~ by the immediate supervisor according to the requirements of the District **and by any deadline established by Human Resources.**
5. A copy of the annual evaluation results shall be provided to each employee. The original of each evaluation will be stored in the employee's personnel file.

B. OTHER EMPLOYEES:

1. All other employees will be evaluated annually by the immediate supervisor prior to the end of their work year or June 30 unless a special exception has been granted by the Superintendent or designee. In those instances in which an extension has been granted, the evaluation must be completed by October 1. In each case, the evaluation will encompass the prior school and fiscal year (July 1-June 30).
2. A copy of the annual evaluation results shall be provided to each employee. The original of each evaluation will be stored in the employee's personnel file.

C. GUIDELINES:

The following regulations will be observed regarding the evaluation of employees:

1. Supervisors will be provided training in evaluation techniques;
2. Evaluation results will be reviewed with employees annually;

3. Evaluations will be written, based in part on job descriptions, and staff development will be provided to address identified needs;

Adopted: 9/23/82

Revised: 7/1/88; 6/27/91; 9/22/94; 3/28/96; 07/25/96; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07; 8/13/08; 1/13/10

Revised and re-coded: 7/19/12 (Previously coded as Administrative Rule GCO)

Revised: 7/16/14; **7/7/15**

Legal Reference

O.C.G.A. 20-02-0200 Regulation by Professional Standards Commission (PSC); certification requirements; effect of unsatisfactory evaluation

O.C.G.A. 20-02-0210 Annual Performance Evaluation