

# Series 400 – Employees

Policy Title: DEFINITION OF MEET AND CONFER EMPLOYEES

Policy Code No. 409.1

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The term “meet and confer employee” shall include the following employees, whether full-time or part-time:

1. Secretaries/Administrative Assistants
2. Supervisors and Managers of Food Service, Technology, Maintenance, and Transportation
3. Head and Assistant Head Custodians
4. Other employees not represented by a recognized bargaining unit

The District administration shall establish job specifications and job descriptions for all positions and shall maintain a file containing such job specifications and descriptions. The file shall be reviewed and revised as part of the planned evaluation program within the school system. All job descriptions shall be approved by the Board of Directors.

Date of Adoption        04/27/2009

Review Date

Revision Date

Legal Ref.:

Cross Ref.: