

## **7.3800 PERSONNEL SUPERVISION AND MANAGEMENT**

Legal References: G.S. 115C-47(18), -307

Cross References: 1.0120 LINE AND STAFF RELATIONS  
 1.7100 PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT, AND BULLYING  
 1.7200-4.3501-7.1512 DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURES  
 1.7500-7.1500 GRIEVANCE PROCEDURES  
 1.7600 PROHIBITION AGAINST RETALIATION  
 7.1000 RECRUITMENT AND SELECTION OF PERSONNEL  
 7.2100 PERSONNEL RECORDS  
 7.3600 JOB DESCRIPTIONS  
 7.3900 EMPLOYEE EVALUATION  
 7.4400 EMPLOYEE TERMINATION

The responsibility for all aspects of personnel supervision and management of all employees of the Board rests with the FLA administrative staff under the direction of the chief administrator. The scope of such supervision and management shall be understood to include, but not necessarily be limited to, the following:

1. The development, review, and periodic upgrading (with Board approval) of Job Descriptions for all positions in which personnel are recruited and/or hired (7.3600 JOB DESCRIPTIONS).
2. Recruitment for all open positions approved by the Board for hiring, review of all applications, selection of candidates for interview, conducting of interviews, and recommendations to the Board for employment (7.1000 RECRUITMENT AND SELECTION OF PERSONNEL).
3. Exercising professionalism and judicious application of state law and all applicable Board policy, the supervision of all employees in the discharge of their professional and contractual duties, including daily and extended-period oversight and supervision, employee evaluation, and the administration of disciplinary measures when warranted and appropriate (1.7100 PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT, AND BULLYING; 1.7600 PROHIBITION AGAINST RETALIATION; 7.3900 EMPLOYEE EVALUATION).
4. Having determined that an employee's job performance does not meet expectations and/or accepted standards, having exhausted all reasonable attempts to effect positive change and/or improvement in that employee's job performance, and having determined that no further efforts in this regard are appropriate and/or warranted, making recommendation to the Board for termination (7.4400 EMPLOYEE TERMINATION).

The official employment file and all related records, documents, and summative evaluations (7.2100 PERSONNEL RECORDS) shall be housed in the office of the Principal to whose school division each employee is assigned.

All personnel management actions and responsibilities which are generally assigned to and carried out by a school system's Human Resources or Personnel Office are the responsibility of the chief FLA administrator and the Principal(s).