

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: FINAL READING 6Gx13-
4D-1.022, MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT
PERSONNEL**

The School Board of Miami-Dade County, Florida, announced on February 9, 2000, its intention to amend School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, and to revise the document, Manual of Procedures for Managerial Exempt Personnel (MEP), which is incorporated by reference and is a part of this rule. Changes to the document delineates procedures for managerial exempt personnel including employment policies and guidelines.

The Notice of Intended Action was published in the *Miami Daily Business Review* on February 14, 2000, posted in various places for public information and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedures Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action, the amended rule, and the pages to the document, Manual of Procedures for Managerial Exempt Personnel (MEP), which is incorporated by referenced and is a part of this rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, and the document, Manual of Procedures for Managerial Exempt Personnel (MEP), which is incorporated by reference and is a part of this rule, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective March 15, 2000.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on February 9, 2000, its intention to amend Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, and to revise the document, Manual of Procedures for Managerial Exempt Personnel (MEP), which is incorporated by reference and is a part of this rule, at its meeting of March 15, 2000.

PURPOSE AND EFFECT: To revise the Board Rule and the document, Manual of Procedures for Managerial Exempt Personnel (MEP), which is incorporated by reference and is a part of this rule, to delineate updated procedures for managerial exempt personnel regarding employee policies and guidelines.

SUMMARY: The document, Manual of Procedures for Managerial Exempt Personnel (MEP), delineates procedures for managerial exempt personnel including employment policies, guidelines, and provisions for classification, compensation, and performance appraisal for the aforementioned employee group.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23 (20) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 231.02; 231.0861; 231.087 (1); 231.29; 231.36 (1)(b); 236.0811 F.S.; 6A-4.0083; 6A-4.0084 FAC

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF March 15, 2000, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing, or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by March 6, 2000, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mr. Nelson E. Diaz
Date: February 7, 2000

Compensation and Related Benefits**MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL****I. Statement of Policy-Relations with Professional Associations of School District Administrators**

Administrators employed by the District and designated as managerial exempt have joined together in professional associations to further both the interests of public education and of the administrators themselves. Such associations can contribute to the orderly and proper operation of the District by presenting the concerns of the District's administrators to the Superintendent and to the School Board. Concerns of administrators which pertain to wages, benefits, and other terms and conditions of employment can most efficiently be presented to and considered by the Superintendent working with a single professional association. While individual administrators will always be free to present their personal views to the Superintendent and/or the Board, it has been determined that, as a matter of policy, the common concerns of managerial exempt administrators on matters pertaining to wages, benefits and other terms and conditions of employment should be presented to the Board through the Superintendent working with a single professional association.

Therefore, providing that a professional association can show that it represents a majority of the managerial exempt employees, the Superintendent shall recognize that association to represent all managerial exempt employees on common issues regarding wages, benefits, and other terms and conditions of employment. The Superintendent shall designate and inform the Board of the appropriate association to meet and confer with the Superintendent pursuant to this rule.

II. Manual of Procedures for Managerial Exempt Personnel (MEP)

The wages, benefits, and terms and conditions of employment of the District's managerial exempt employees shall be delineated in the Manual of Procedures for Managerial Exempt Personnel (MEP), which shall be incorporated into and be a part of this Board rule. Except when required by state or federal law, regulations, or when recommended by the Superintendent, the MEP will be amended annually, as necessary, subsequent to the completion of the "meet and confer" process.

The MEP will include, but not be limited to the following topics:

- A. Wages
- B. Classification of managerial exempt positions

- C. Compensatory benefits, e.g., health and life insurance, retirement, holidays, vacation, sick leave, disability leave, supplemental worker's compensation payments, tax-deferred annuity or salary deferment programs, and cafeteria plans
- D. Working conditions, e.g., travel reimbursement, continuing education, professional development, personal liability protection, leave policies (professional, military, personal leave of absence and parental), employee assistance programs
- E. Evaluation procedures
- F. Job assignment procedures
- G. Statement of human rights
- H. Investigation procedures
- I. Reappointment procedures
- J. Reduction in force/surplus/reorganization procedures
- K. Impartial District administrative review and hearing procedure for appeals of disciplinary actions
- L. Impartial District administrative review for resolution of non-disciplinary disputes, e.g., disputes over whether salary schedule, benefits or other working conditions are granted in accordance with the MEP or whether procedures in the MEP were followed.

Note: In the dispute resolution procedures set forth above in K and L, the association shall be permitted to represent and assist its members. All managerial exempt employees shall be permitted to utilize these procedures to resolve their disputes without the assistance or representation of the association; however, no precedent shall be established nor implied in any dispute resolution formulated without the participation of the association.

III. Amendment of the MEP

- A. The Superintendent shall prepare proposed amendments and forward such to the association.
- B. The association shall notify the Superintendent in writing whether it concurs with the amendments as proposed or wishes to meet and confer with the Superintendent concerning proposals or to offer additional proposals.

- C. Should the association indicate its desire to meet and confer, the Superintendent or his designee(s) shall meet and confer with the association on a regular basis in an attempt to agree upon the proposed amendments to be presented to the Board; however, nothing herein shall preclude the Superintendent from recommending such amendments to the Board in the event an agreement is not reached on such amendments.
- D. When the association and the Superintendent agree upon the proposed amendments to the MEP, it shall be presented to the Board by the Superintendent. The association shall, prior to consideration by the Board, transmit to the Board the association's support of the proposed MEP.

IV. Association Rights

The following rights shall be provided to the association:

- A. Payroll deductions
- B. Inclusion in E-Mail subject to applicable laws and regulations
- C. Access to school facilities for the association's staff and officers to meet with managerial exempt employees at reasonable times which will not interfere with the employee's assigned duties, after giving notice to the supervising administrator at each facility
- D. Regularly scheduled meetings with the Superintendent, except when extenuating circumstances prevent such scheduled meetings from occurring
- E. Incorporation of this rule and the MEP into the contracts between managerial exempt personnel and the School Board as follows:

School Board Rule number 6Gx13- 4D-1.022 entitled "MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL (MEP)" is hereby incorporated into this Contract and hereby made a part thereof, binding on both parties. This Contract is subject to the amendments to said rule.

Specific Authority: 230.22(2); 230.23(~~17~~) (20) F.S.

Law Implemented, Interpreted or Made Specific: 231.02; 231.0861; 231.087(1);
231.29; 231.36(1)(b); 236.0811 F.S.;
6A-4.0083; 6A-4.0084 FAC

History

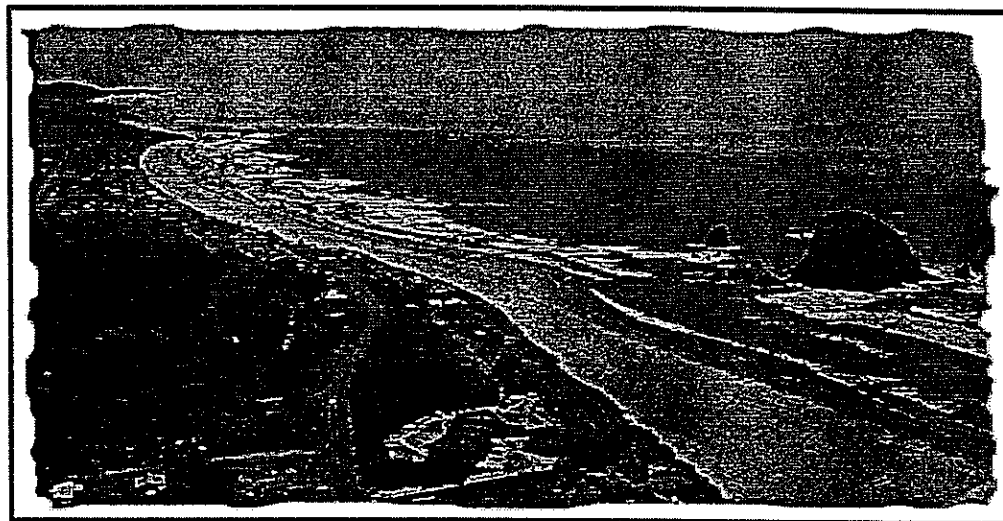
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 1-8-86

Amended: 6-25-86; 10-15-86; 12-17-86; 9-30-87; 7-27-88; 10-18-89; 9-26-90; 8-21-91;
6-24-92; 1-20-93; 12-14-94; 10-25-95; 3-5-97; 11-5-97; 6-10-98; 10-21-98; 8-25-99

Manual of Procedures for

Managerial Exempt Personnel



Miami-Dade County Public Schools

giving our students the world

Personnel Management and Services K-21

**Final Reading: March 15, 2000
Board Rule 6Gx13-4D-1.022**

The School Board of Miami-Dade County, Florida

Dr. Solomon C. Stinson, *Chair*

Dr. Michael M. Krop, *Vice Chair*

Mr. G. Holmes Braddock

Ms. Perla Tabares Hantman

Dr. Robert Ingram

Ms. Betsy H. Kaplan

Mrs. Manty Sabatés Morse

Mr. Demetrio Pérez, Jr., M.S.

Dr. Marta Pérez

Ms. Judy Peacock, Student Advisor

Mr. Roger C. Cuevas
Superintendent of Schools

Mr. Nelson E. Diaz, *Deputy Superintendent
Personnel Management & Services*



MIAMI-DADE COUNTY PUBLIC SCHOOLS
giving our students the world

job targets often take consistent and continued effort for more than one year for full accomplishment. Therefore, in such cases, 80% reflects a rating of Competent Performance Standards. Categories I-III must be rated as Competent Performance Standards in order to attain an overall annual evaluation of Competent Performance Standards.

Below Expectations on Performance Standards:

Performance not satisfactorily meeting the prescribed job requirements listed for each standard in Categories I and II will result in a rating of Below Expectations on Performance Standards. Also, meeting less than 80% of Performance Related to Job Targets (Category III) will result in an overall rating Below Expectations on Performance Standards. An overall rating Below Expectations on Performance Standards requires a written Professional Improvement Plan specifying how performance is to be improved. This rating will result in appropriate employment action(s) which may include recommendation for non-renewal/non-reappointment.

Employees who receive this rating on the annual evaluation and are reappointed are not eligible in the subsequent school year to apply for transfers or promotions, and are not eligible for any improvements made to the salary schedule.

C-5 Assessment Procedures

The School Site Administrator Performance Planning and Assessment System is a process consisting of three phases that form a cycle within the assessment process. They are:

- PLANNING PHASE
- PROGRESS PHASE
- EVALUATION PHASE

A. PLANNING PHASE

The initial phase in the cycle is the PLANNING PHASE. This phase requires a review and clarification of the job description, as well as the identification of job targets for the year. Planning is done in cooperation with the supervisor and within the context of the objectives of the Miami-Dade County Public Schools. Plans which are established at this time, although subject to change, will serve as a basis for subsequent phases of the process. This phase involves the completion of the Planning Form (Appendix B).

All administrators shall participate in all of the PLANNING PHASE activities no later than the end of September.

Administrators assigned to a work location after September shall participate in all of the PLANNING PHASE activities as part of their orientation to their new work assignment within their first month's assignment to the work location.

1. PURPOSES PLANNING PHASE

- To clarify the organizational relationship of the assessee to:
 - assessor (supervisor)
 - other staff members
 - other departments
 - the school system objectives
- To identify a limited number of major job targets which reflect:
 - specific, critical worksite needs and objectives
 - organizational and departmental concerns
 - professional development needs
 - specific recommendations from previous years

2. REQUIRED ACTIONS PLANNING PHASE

- The assessee will complete the Planning Form for the year.
- A conference will be scheduled between the assessee and the assessor.
- The job description, responsibilities, and planned professional growth activities of the assessee will be reviewed by the assessor.
- Mutual agreement will be reached on:
 - individual job targets of the assessee;
 - the specific job description and critical worksite needs as they relate to major system objectives;
 - plans for the assessor to provide exposure to and experience in the 19 Florida Principal Competencies and the five M-DCPS Technical Skills;
 - activities which will provide evidence of progress and/or accomplishment.

C-6 REQUIRED FORMS AND TIMELINES

REQUIRED FORMS	TIMELINE
PLANNING PHASE for all administrators	By the end of September.
PLANNING FORM <i>for completion</i> EVALUATION FORM <i>from previous year for reference</i>	<ul style="list-style-type: none"> • Planning conference(s) between assessor and assessee will be conducted. • A written plan will be developed and placed on file using the Planning Form of the Performance Planning and Assessment System. • The official job description will be attached to the written plan. Subsequent formal Progress Conference(s) will occur at the discretion of the assessor according to the performance of the assessee. • The Progress Form and the Evaluation Form will be discussed with the reviewer in advance of the Progress and Evaluation Conferences.
<p>Administrators assigned to a work location after September shall participate in all of the PLANNING PHASE activities as part of their orientation to their new work assignment within their first month's assignment to the new work location.</p>	
PROGRESS PHASE	By the end of January.
PROGRESS FORM <i>for completion</i> PLANNING FORM <i>for reference and updating</i> PROFESSIONAL IMPROVEMENT PLAN	<ul style="list-style-type: none"> • A mid-year Progress Conference will be held with every administrator. Copies of this completed Progress Form are to be filed in <u>the offices of the assessors and assessee's offices.</u> • For each administrator whose overall performance rating is Below Expectations on Performance Standards a written Professional Improvement Plan will be provided. This plan will specify activities which address the designated performance standards to be improved. A copy of the Progress Form and the Professional Improvement Form shall be forwarded to the Deputy Superintendent, Personnel Management and Services, and to Professional Standards.

	<ul style="list-style-type: none"> ◦ Any <u>annual contracted</u> probationary administrator whose official performance rating is Below Expectations on Performance Standards will be notified of the recommendation for <u>non-renewal/ non-reappointment</u> if unsatisfactory performance continues. ◦ Any continuing contract administrator whose official performance rating is Below Expectations on Performance Standards will be notified of any employment action to be recommended if unsatisfactory performance continues.
	<p>By mid-April:</p> <ul style="list-style-type: none"> • An Evaluation Form will be completed and filed in Personnel Management and Services for school site administrators being recommended for <u>non-renewal/ non-reappointment</u>. • Assessment of performance will continue for the balance of the contract year.
<p>Administrators not on the regular planning and assessment schedule as a result of assignment to a work location during the year shall be scheduled for a progress conference within three months after the date of their planning conference.</p>	
EVALUATION PHASE	By the end of June:
<p>EVALUATION FORM <i>for completion</i></p> <p>CHECKLIST for School Site Administrators Evaluation Form</p> <p>PLANNING FORM <i>from current year - for reference</i></p>	<ul style="list-style-type: none"> • Evaluation forms for all administrators will be completed and filed in Personnel Management and Services and in the offices of the reviewer, assessor, and assessee. Progress Forms previously filed may be amended or supplemented and filed at this time.

- specify that a comprehensive performance assessment system is fair, equitable, and legally sound;
- establish procedures for the collection, retrieval and use of data to provide feedback to an individual, a team, and the system;
- provide data for recognizing high performance through a variety of means;
- consider the specific conditions of the site in establishing expectations;
- promote the growth and development of the individual and the continuous improvement of the organization;
- allocate time to plan, coach, and counsel for higher performance;
- provide orientation on the system and skill development in observing, mentoring, coaching, and counseling for those in and affected by the system.

Administrators who manage the performance assessment system must have knowledge and skills that go far beyond an academic knowledge of the system. They must understand and be able to respond to evaluative data on the system. They must also be able to link the performance assessment system to the other components of the comprehensive human resource development system.

D-3 Performance Review Elements

The Non-School Site Administrator Performance Review consists of the following categories which are delineated in Sections D-8 through D-11 and on the evaluation form (See Appendix C):

Category I	Administrative Competencies
Category II	Technical Skills
Category III	Performance Related to Job Targets
Category IV	Professional Growth

D-4 Assessment Definitions

Distinguished Performance Standards:

Performance consistently noted for significant achievement, marked by excellence in quality in addressing the indicators of the 14 Administrative Competencies (Category I), all indicators in the six M-DCPS Technical Skills (Category II) and Performance Related to Job Targets (Category III). Categories I-III must be rated as Distinguished Performance Standards in order to attain an overall annual evaluation of Distinguished Performance Standards (D-8 through D-11).

Commendable Performance Standards:

Performance worthy of being commended, lauded, worthy of praise in addressing the 14 Administrative Competencies (Category I), the six M-DCPS Technical Skills (Category II) and Performance Related to Job Targets (Category III). Competencies relative to the Performance Related Job Targets must be rated as at least 90% accomplished. Identified job targets often take consistent and continued effort for more than one year for full accomplishment. Therefore, in such cases, 90% reflects a rating of Commendable Performance Standards. Categories I-III must be rated as Commendable Performance Standards in order to attain an overall annual evaluation of Commendable Performance Standards (D-8 through D-11).

Competent Performance Standards:

Performance which is consistently satisfactory and adequate without marked weakness or demerit in addressing the 14 Administrative Competencies (Category I), the six M-DCPS Technical Skills (Category II) and Performance Related to Job Targets (Category III). Competencies relative to the Performance Related Job Targets must be rated as at least 80% accomplished. Identified job targets often take consistent and continued effort for more than one year for full accomplishment. Therefore, in such cases, 80% reflects a rating of Competent Performance Standards. Categories I-III must be rated as Competent Performance Standards in order to attain an overall annual evaluation of Competent Performance Standards (D-8 through D-11).

Below Expectations on Performance Standards:

Performance not satisfactorily meeting the prescribed job requirements listed for each standard in Categories I and II will result in a rating of Below Expectations on Performance Standards. Also, meeting less than 80% of Performance Related to Job Targets (Category III) will result in an overall rating of Below Expectations on Performance Standards. An overall rating Below Expectations on Performance Standards requires a written Professional Improvement Plan specifying how performance is to be improved. This rating will result in appropriate employment action(s) which may include recommendation for non-renewal/non-reappointment (D-8 through D-11).

Employees who receive this rating on the annual evaluation and are reappointed are not eligible in the subsequent school year to apply for transfers or promotions, and are not eligible for any improvements made to the salary schedule.

<p>PLANNING FORM <i>for reference & updating</i></p> <p>PROFESSIONAL IMPROVEMENT PLAN</p>	<p>For each administrator whose overall performance rating is Below Expectations on Performance Standards, a written professional improvement plan will be provided. This plan will specify activities which address the designated performance standards to be improved. A copy of the Progress Form and the Professional Improvement Form shall be forwarded to the Deputy Superintendent, Personnel Management and Services, and to Professional Standards.</p>
	<ul style="list-style-type: none"> ◦ Any annual <u>contracted</u> probationary administrator whose official performance rating Below Expectations on Performance Standards will be notified of the recommendation for <u>non-renewal/non-reappointment</u> if unsatisfactory performance continues. ◦ Any continuing contract administrator whose official performance rating is Below Expectations on Performance Standards will be notified of any employment action to be recommended if unsatisfactory performance continues.
	<p>By mid-April:</p> <ul style="list-style-type: none"> • An Evaluation Form will be completed and filed in Personnel Management and Services for non-school site administrators being recommended for non-reappointment. • Assessment of performance will continue for the balance of the contract year.
<p>Administrators not on the regular planning and assessment schedule as a result of assignment to a work location during the year shall be scheduled for a progress conference within three months after the date of their planning conference.</p>	
<p>EVALUATION PHASE</p>	<p>By the end of June:</p>
<p>EVALUATION FORM <i>for completion</i></p> <p>PLANNING FORM <i>from current year - for reference</i></p> <p>CHECKLIST for Non-School site Administrator's Evaluation Form</p>	<ul style="list-style-type: none"> • Evaluation forms for all administrators will be completed and filed in Personnel Management and Services and in the offices of the reviewer, assessor, and assessee. Progress Forms previously filed may be amended or supplemented and filed at this time.

D-7 PERFORMANCE CRITERIA

In order to qualify for a rating of Distinguished Performance Standards on the annual evaluation form, assessee performance must be rated as Distinguished Performance Standards on 13 out of the 14 Administrative Competencies and rated as Distinguished Performance Standards on six out of the six M-DCPS Technical Skills, and all Performance Related to Job Targets must be accomplished (Appendix C).

In order to qualify for a rating of Commendable Performance Standards, assessee performance must be rated as Commendable Performance Standards on 12 out of the 14 Administrative Competencies and rated as Commendable Performance Standards on five out of the six M-DCPS Technical Skills. Performance Related to Job Targets must be at least 90% accomplished (Appendix C).

In order to qualify for a rating of Competent Performance Standards, assessee performance must be rated as Competent Performance Standards on 11 out of the 14 Administrative Competencies and rated as Competent Performance Standards on four out of the six M-DCPS Technical Skills. Performance Related Job Targets must be at least 80% accomplished (Appendix C).

Assessee not exhibiting the minimum number of indicators listed for each standard of the 14 Administrative Competencies and/or the six M-DCPS Technical Skills, and/or who have not met their Performance Related to Job Targets, will receive an overall rating of Below Expectations on Performance Standards and will require a Professional Improvement Plan (Appendix C).

D-8 ADMINISTRATIVE COMPETENCIES

A. PLANNING

1. Plans ahead to meet Department/Division/Office/Bureau objectives. (4 out of 6)
 - 1.1 supports the vision and mission for the Department/Division/Office/ Bureau
 - 1.2 analyzes Department/Division/Office/Bureau objectives, and plans accordingly
 - 1.3 develops action plans for goal achievement and accomplishment
 - 1.4 understands how one's own behavior impacts the M-DCPS instructional program
 - 1.5 develops, plans, and supports District goals and initiatives
 - 1.6 implements action plan for Department/Division/Office/ Bureau goals

SECTION E

PROFESSIONAL RIGHTS

E-1 Probationary Period

The first 97 days of an initial contract to an administrative position is a probationary period pursuant to Florida Statute 231.36(1)(b). During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract. A dismissal during the probationary period shall be final and not subject to a hearing in accordance with Section E-2 (B) or other provision of law or School Board rule. This probationary period applies to the employee's first administrative position with Miami-Dade County Public Schools.

E-2 Due Process

A. Conference-for-the-Record

1. Any administrator summoned for a Conference-for-the-Record shall have the right to representation by the organization granted Meet and Confer status with the Superintendent and shall be informed of this right. An administrator may not be represented by an attorney in a Conference-for-the-Record.
2. Administrators shall be given 48 hours notice in writing and a written statement of the reason(s) for the Conference-for-the-Record. If the administrator requests representation, a good faith effort shall be made to schedule the conference at a time when representation can be present.
3. Any conference not held in accordance with the aforementioned conditions shall not be recorded for inclusion in the administrator's personnel file.

B. Appeal/Hearing Rights

1. No administrator shall be subject to disciplinary action, including dismissal, unless detailed specifics have been made known to that administrator in writing. A hearing, with the right to representation, shall be provided upon timely request to an administrator who has been recommended for disciplinary action during the term of the administrator's contract.
2. Any administrator who has been recommended for non-renewal/non-reappointment shall, upon request, be provided with a review conference directly with the Superintendent or designee.

C. Personnel Files

In accordance with Florida Statute 231.291 and School Board Rule 6Gx13-4-1.03, personnel files for administrators shall be subject to the following:

- right of confidentiality
- right to copy of any/all materials upon inclusion
- right to purge non job-related material from file
- prohibition of anonymous material
- right of inspection and
- right of inquiry

D. Complaints

1. All complaints, either verbal or written, shall be directed initially to the immediate supervisor of the subject of the complaint. No complaint will be processed that is not identified as to source.
2. Upon receipt of a complaint, the immediate supervisor makes an initial determination whether the complaint is job-related; if not, the supervisor shall close the complaint immediately, and no record is retained in the employee's personnel file.
3. If the complaint is considered job-related, the supervisor shall hold a meeting with the affected administrator within ten (10) work days of a receipt of the initial complaint. At that meeting, a copy of the complaint and all supporting documentation shall be provided to the administrator who is the subject of the complaint. After meeting with the administrator, the immediate supervisor shall make a determination about further fact-finding.
4. If the immediate supervisor determines that the evidence presented, together with the administrator's response to the complaint, is complete, disposition actions are then taken and the complaint is officially closed.
5. If the immediate supervisor is unable to close the complaint after meeting with the administrator and the complainant, the complaint shall be forwarded to the next administrative level.

E-3 Investigations

- A. If a formal investigation is requested, the supervising administrator identifies the questions or issues which need to be investigated and, to the extent possible, the witness(es) who may have information. The supervising administrator shall

then refer the investigative request to Professional Standards, which shall determine the process for further fact-finding.

- B. Upon authorization by Professional Standards for a personnel investigation by the Miami-Dade County Public Schools Police, the police investigator shall complete the investigation and submit a written investigative report to Professional Standards. The personnel investigation shall be structured to seek information supportive to the allegations(s) under investigation.
- C. Upon receipt of the investigative report, Professional Standards shall review the complete file with the supervisor and the administrator, including the initial complaint allegations and supporting evidence, and shall consider the administrator's response and all supporting documents. The supervising administrator shall then recommend whether the allegation/complaint is found to be substantiated.
- D. If the allegation is not found to be substantiated, the matter shall be closed and all related documents shall be placed in the completed investigative file in Professional Standards. These documents shall not be placed in the administrator's personnel file.
- E. If Professional Standards determines that the allegation/complaint was substantiated, a required remedy course of corrective action shall be determined. The subject of the substantiated allegation shall be notified and provided 10 days to request a review conference with the Superintendent of Schools or designee. That conference shall be scheduled in a timely fashion to assure that the administrator shall not be placed at a disadvantage relative to implementation of disciplinary action.

E-4 Administrative Appointments

- A. Initial appointment to a school-site administrative position shall be in accordance with governing eligibility, training, and selection requirements, as set forth in School Board Rule 6Gx13-4A-1.16.
- B. Administrative personnel assigned temporarily to fill (promotional) administrative positions shall be designated "acting" or "temporary," and receive commensurate compensation for the period of the interim promotional assignment.
- C. Non-administrative M-DCPS employees may be assigned administrative responsibilities only for short-term, emergency situations, as determined by the supervising administrator and approved by the Superintendent or designee.
- D. Effective five workdays subsequent to the last day of the K-12 school year, as approved by the School Board, the Superintendent of Schools may issue written contracts to managerial exempt personnel. Such contract may be for an initial

period not to exceed three years, subject to annual review and renewal and non-reappointment. After the first three years, the contract may be renewed for a period not to exceed three years and shall contain provisions for non-reappointment/non-renewal during the term of the contract.