

~~CSBA Sample~~  
**MODESTO CITY SCHOOLS**  
**Board Policy**

BP 4301

**PERSONNEL**

→ **Administrative Staff Organization & Personnel Handbook  
 Personnel**

**The Governing Board authorizes the Superintendent to organize the administrative and supervisory staff in a manner that best supports student achievement, the educational program, and efficient operations.**

→ *(cf. 2110 - Superintendent Responsibilities and Duties) N/A*  
*(cf. 4300 - ~~Administrative and~~ Management, Supervisory and Confidential Personnel)*

**The Superintendent shall establish and define job responsibilities for supervisory and administrative personnel. (Education Code 44662)**

*(cf. 4000 - Concepts and Roles) N/A*  
*(cf. 4315 - Evaluation/Supervision) N/A*

**The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.**

*(cf. 4032 - Reasonable Accommodation)*

**The Superintendent shall maintain a current district organization chart which designates lines of primary responsibility and the relationships among all district positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.**

→ **The Superintendent or designee shall maintain a “Management Personnel Handbook” (E 4301) for the purpose of clarifying expectations for management service in Modesto City Schools. The Handbook, while not intended to encompass every aspect of the expectations and responsibilities of employees serving in management positions in the District, outlines various processes and procedures related to: management rights and responsibilities; assignment and employment; salary; health and welfare; absences and leaves; and evaluation.**

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**Black Underline = MCS Language**  
**Red = CSBA Language**  
 Regular Black = Common Language  
 → Denotes changes being suggested

BP 4301(a)

PERSONNEL

→ **Administrative Staff Organization** & Personnel Handbook

~~Certificated/Classified Management and Confidential Personnel Handbook~~

Nothing in this policy intends to limit the responsibility and authority of the Board of Education or the Superintendent ultimately to make decisions as prescribed by law.

→ ~~In addition, this handbook~~ The Handbook applies to certificated, classified and confidential managers. The Handbook **does not apply to management personnel who have unit representation pursuant to the Rodda Act.**

The Modesto City Schools Certificated/Classified Management and Confidential Personnel Handbook will be evaluated every two years by representatives of certificated, classified and confidential managers, chosen by the board of the Modesto City Schools Managers Group (MCSM) and the Superintendent or designee.

*Legal Reference:*

*EDUCATION CODE*

*35010 Control of district; prescription and enforcement of rules*

*35020 Duties of employees fixed by governing board*

*35035 Powers and duties of superintendent*

*44662 Job responsibilities and evaluation*

*Management Resources:*

*WEB SITES*

*CSBA: <http://www.csba.org>*

*Association of California School Administrators: <http://www.acsa.org>*

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**ADOPTED: January 19, 1988**

**REVISED: October 30, 1989**

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**December 11, 1995**

**May ~~7/01~~ 7/07, 2001**

**November 13, 2001**

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August 19, 2013  
January 19, 2016  
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