

Management of Staff Members

The Council recognizes that the AFA Staff is integral to the successful operation of the Association. While the Council is ultimately responsible for the actions and direction of the Staff, it delegates the day-to-day supervision and direction of Staff to the President and the Cabinet.

Staff Hiring

Upon the vacancy of a Staff position, the Cabinet shall direct the recruitment and hiring for that position with the approval of the Council. A Job Description will be created by the Cabinet and then posted. A new hire will be on probationary status for two (2) full semesters, and the new hire will be evaluated two (2) times during this period. During the probationary period, staff must follow a schedule set by the Cabinet with input from the employee, and possible current staff.

Staff Compensation

When a new staff member is hired, the Cabinet shall determine a step placement according to the equivalent District Classified Salary Schedule, and a provision for medical benefits (or equivalent compensation). The Cabinet annually shall determine regular salary schedule adjustments based on current adjustments to faculty and/or classified salary schedules, and step advancements based on that Staff member having a current satisfactory-or-better overall evaluation assessment. These regular adjustments shall be effective on July 1st, and the Secretary-Treasurer shall maintain an accounting of these adjustments. If a staff member changes job classification, based on current descriptions to classified job classifications, the new pay rate will go into effect at the next pay period.

Personal Time Off (PTO) shall be accrued according to the Holidays, Sick Leave, and Personal Time Off policy. Upon a staff member's termination, the staff member shall be compensated for unused accrued PTO. PTO shall not carry a negative balance.

Staff Member Duties

The Cabinet shall determine and periodically review the number, titles, duties, and work schedules of Staff positions. The lists of duties and the schedules shall be on file in the AFA office and shall be made available to any Councilor upon request.

The President shall be the direct supervisor of the Staff. In addition:

- The Chief Negotiator may direct the Staff in duties that relate to negotiations
- The Publication Coordinator may direct Staff in duties that relate to the Association's publications.
- The Secretary-Treasurer may direct Staff in duties that relate to the Association's budget, correspondence, and records.
- The Vice President of Outreach and Membership may direct the Staff Member in duties that relate to outreach and recruitment of new members.

Other Officers may direct the Staff with the one-time or ongoing approval of the President.

Staff Evaluation

The President, in consultation with the Cabinet, shall complete a performance evaluation for each member of Staff in May each year before Graduation Day. The Cabinet shall review these evaluations and then determine an overall evaluation assessment (excellent, good, satisfactory, needs improvement). The Cabinet (or an appointed subgroup of the Cabinet) shall review the results of the evaluation with each member of the Staff.