

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: April 18, 2002

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1850.1</p> <p>3. Definitions</p>	<p style="text-align: center;">327. MANAGEMENT TEAM</p> <p>The Joint Operating Committee recognizes the importance of maintaining an effective Management Team to strengthen the administration and vocational technical programs of the center, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.</p> <p>While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Joint Operating Committee ultimately to make decisions, as prescribed by law.</p> <p>Management Team Concept - is a means whereby educational policies and administrative procedures that define the center's programs and operations are arrived at through shared responsibility and authority.</p> <p>Management Team - is composed of the Administrative Director and administrative, supervisory, and administrative support personnel who have significant responsibilities for:</p> <ol style="list-style-type: none"> 1. Formulating center policies or administering center programs. 2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees. 3. Directing and supervising other employees. 4. Evaluating employees. 5. Adjusting complaints. <p>Management Employees - refers to those members of the Management Team.</p>
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<p>4. Guidelines</p>	<p>The objectives of the center's Management Team are:</p> <ol style="list-style-type: none">1. To provide input into policies and rules that directly affect management employees in the administration of the center by:<ol style="list-style-type: none">a. Assisting in development of the center's educational goals and objectives.b. Applying all available knowledge to improvement of services.c. Providing input into development of center and program financial plans and budgets.d. Providing input into the labor relations policies and practices of the center.e. Evaluating proposals made by other employees and making recommendations on the center's response.f. Providing open and frequent communication among members of the Team.2. To provide a means of addressing the economic and welfare concerns of management employees including:<ol style="list-style-type: none">a. Position descriptions.b. Evaluation.c. Salaries and fringe benefits.d. Promotion.e. Assignment and transfer.
<p>5. Delegation of Responsibility</p>	<p>The Administrative Director shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide that:</p> <ol style="list-style-type: none">1. Management Team meetings will include those members of the Management Team that are affected by the problem and therefore can make a contribution to the solution of the problem, representatives reflective of all management employee positions, and, on occasion, all management employees.2. The Management Team shall address itself to appropriate concerns identified by any member of the Team and appropriate concerns mutually identified by a consensus of the members of the Team.

3. Concerns of the Management Team will include but not be limited to center budget, center curriculum, personnel management, and welfare of management employees.
4. The Management Team will meet on a regular basis and on call with the Joint Operating Committee or its representatives.
5. Actions of all members of the Management Team shall be consistent with professional and ethical standards adopted by professional management associations.