
Staff Direction and Supervision

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 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.

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.

Staff Compensation

For each Staff position, the Cabinet shall determine a stepped salary schedule (based on the compensation for similar duties and expectations of District classified employees) 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 the first day of the Fall semester, and the Secretary-Treasurer shall maintain an accounting of these adjustments.

The Cabinet shall also determine a method of sick leave accrual for Staff, and the Secretary-Treasurer shall maintain an accounting of this sick leave. The Cabinet shall determine the fair compensation for unused accrued sick leave upon a Staff member's termination of employment.

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. The Cabinet, in special circumstances, may recommend advanced step placement for a new hire to the Council. A new hire will be on probationary status for two semesters, and the Cabinet shall set the evaluation cycles during this period.