



Sender's Name:	Jayne Williams
Department Name:	Legal
Date Email Sent:	2/12/2019
Email Subject Line:	AEA Requests on Policy Adoption
Recipient Groups:	Superintendents, Board Attorneys, Superintendent Assistants

Email body:

This email is being sent to all Superintendents, Superintendent Assistants and Board Attorneys.

We've heard from a number of you about notices you've received from AEA requesting that you give the local Uniserv director 30 days' notice before any policy adoption or amendment. You are not required to comply with that request as written. Here's what you need to remember about Ala. Code §16-1-30:

- Notify the local Uniserv Director of any changes in policy, but no particular timeframe is required. For most policies, a reasonable timeframe is 10-14 days before the board will vote. If you're adopting a large number of policies at once, it would be appropriate to give them more time to review the policies;
- You can send proposed policies by mail or email. Make sure you give the Uniserv Director a date to give you any written comments, e.g. a few days before the board will vote on the policy change;
- The Uniserv Director must be given the opportunity to comment on the policy proposals in writing, but they do not have to consent; and
- The AEA request states that they only want policies that impact employees, but this is not consistent with the law. The Uniserv Director must be sent ALL policies, even those that have no bearing on employees, e.g. student policies, Code of Student Conduct, finance policies, etc. While we appreciate that they may not want to review or even receive

policies that are irrelevant to their membership, we must comply with the law which says that we must send the Uniserv Director all policies, no matter the subject.

As always, contact your local counsel for legal advice and call us if you have any questions. Thanks!

Attachments (if any):

A large, empty rectangular box with a thin black border, positioned below the 'Attachments (if any):' label. It is intended for users to list or upload any documents or files related to the document.