

ECASD Handbook Advisory Committee Meeting Minutes Monday, January 30, 2012

Room 123C (BOE Gym) Begin: 6:04 p.m. End: 8:10 p.m.

Facilitators: Fred Weissenburger, Michelle Golden, Heather Grant, Deb Schultz

All Committee Members Present

Observers: Julie Lowy, James Martin

Welcome

- Large group discussion was positively received; will continue tonight

Transition Plan

- Reflection—Fred's last night, thank you for time and involvement in process
- Looking Forward—Dr. Heilmann will be more involved; will play lead and key role in process with Deb and will make presentations to board

Update from 1/23 Board Meeting

- Fred reported to board on progress of committee
 - Shared draft timeline
 - Overview of section 1
 - Next board meeting, 2/6/12, present DRAFT section 1
 - Will send notice to entire ECASD staff when board gets DRAFT section 1
 - Shared with board topics that will need considerable board discussion:
 - Management rights
 - Sick leave accumulation (10 month vs 12 month employees)—will earn the same?
 - Full time employee = 8 hour employee?

DRAFT Timeline

- Board wants more information vs less information from committee
- Section 1 to board then 5 (co-curricular) and 6 (substitutes)
- Sections 2, 3, and 4 more employee specific so we can work on those in one evening
- Some changes to 5 per board requests—want some significant changes
- March 12, 2012 extend meeting to 4:00-8:00 including a supper
- Extend HAC meetings to include March 26, 2012.

Revision Update

- Group work responses from last meeting were discussed per handout—Some changes, some did not change, some grammatical changes
- PTO (paid time off) can be put off until next year
- Duty-free is no work-based assignment
- Buildings and grounds have separate policy regarding cell phones—can get written permission from buildings and grounds director to carry—is this a policy or written departmental rule
- Handbook should cover ALL employees with a few exceptions
- Food service benefits will be addressed at a later date

- Get sections out little by little to board for feedback and can keep revising and addressing the board's issue with the date of May 21, 2012 to be voted on by the board

Large Group Discussion for Q & A Big Issues

- 40 hour work week—DLT put out there to start discussion
 - How will additional 45 minutes/day be used? Can talk about different scenarios; not sure where it will go at this point; not intended to be used for all meeting time; direction from administration at a district-level, not a building-wide decision; 45-minutes dictated by principal would not be good; could be a potential time for meetings set up by the employees themselves
 - Concern of being treated professionally; feels more like an hourly employee
 - What will this potential 8 hour day look like—start time and end time
 - Current teacher contract spells out minutes per day; the fear of a handbook not being so specific on times is causing fear
- 10 month paycheck
 - You work 12 months, you get paid 12 months; school year employees currently get paid 12 months
 - Federal labor standards say we cannot force 10 month employees to be paid over 12 months; you can give school year employees the option of being paid over 10 or 12 months
 - Concern of letting school year employees choose would increase time and cost for payroll/HR
 - First check in September and last check in June; pay and benefits would be equally divided among 21 checks
 - Good question for the “survey monkey” regarding 10 month pay
 - Unemployment would not be available because you are under contract
- Sick time—what will it look like?
 - Teachers can accumulate up to 120 days but with a new 8-hour work day, they would not get 120 days
 - Should 10 month and 12 month employees get same number of sick days?
 - Bereavement coming out of sick time in handbook; not how it has been handled previously—wanted to give employees more flexibility to use bereavement leave; not just an immediate family, can use for a family member's best friend, etc.
 - Extended sick leave benefit is not in handbook
- Being treated as a professional; absence verification is being treated less than professional
- Management Rights
 - Contracting out services—a lot of voiced concerns; board wants things as stable as possible for employees
 - Several contracts currently have language to not contract out services; can this language go in handbook?
 - Want committee involvement after board approves handbook this year; on-going committee
 - Could the board write a policy that all changes to the handbook must go to?
 - Whether there is a statement or not; management does have rights
- Handbook changes need to be public noticed to employees; some changes may be law driven
- Who is designee that board can delegate responsibilities to?

Small Group Review

- All small groups should get to all parts and provide feedback of section I tonight
- If done with all section I, discuss how to get board feedback on all hot topics of section I

Identify Hot Topics in Part I

- Identified as main bullet points in Q & A above
- Each small group prioritize main points
 - A. Management rights
 - B. Handbook updates (process)
 - C. Board or “designee” (what does that mean)
 - D. Definition of work week (40 hours)
 - E. 10 months pay period
 - F. Sick time
 - G. Employees treated as professionals
- C seems to belong with A
- C seems to belong with D
- Small groups order of topic priorities:

| | | | |
|---|---|---|---|
| F | D | B | A |
| D | A | D | D |
| B | F | E | E |
| A | E | A | |
| E | B | F | |
| C | G | G | |
| G | C | C | |

Recap and Prepare for Next HAC

- Thursday, ECASD staff will get copy on website along with board
- Will survey monkey be used to collect feedback? Maybe after board presentation next week
- ECASD staff will be encouraged to read and be ready to provide feedback—communicate message will set stage for this entire process; multiple board meetings to respond to and surveys
- One committee report at board meeting—the Handbook update; Ron extended invitation to HAC to sit up front to be able to answer questions regarding process
- When will HAC see sections 5 and 6? Will try to have out one week prior—trying to stay ahead of the curve