

# Handbook Advisory Committee Meeting Minutes

## 11/28/11

**Meeting Start:** 6:30 pm

**Meeting End:** 8:00 pm

**Meeting facilitators:** Fred Weissenburger, Michelle Golden, Heather Grant

### **Purpose of the committee:**

Fred shared information about the purpose of this advisory committee:

- Due to Act 10 and the changes at state level, we need to develop an employee handbook that covers all employees. Act 10 prohibits bargaining except for wages. “Permissive” bargaining is gone; “mandatory” exists only for base wages. This is not “collective bargaining” but an opportunity for collaboration and input from all employee groups. .
- One purpose of this committee is to provide transparency. To alleviate talk about only 3 people making decisions, secrecy, etc. We will have opportunity to look at drafts, discuss ideas, and provide transparency to employees. Our hope is to talk about issues and alleviate fear.
- Another purpose is for all advisory committee members to be ambassadors of information, gather feedback, and bring feedback to meetings.
- Part of committee’s role is to clarify “hot topics” so all are aware of areas of importance within the different groups.

### **Summary notes from ground rules activity:** (“norms” brainstorming for meetings)

#### **Facilitators will:**

- Start and end meetings on time
- Have agendas and information out in a timely manner to provide time prior to our meetings to reflect on the information
- Stick to the agenda and the amount of time set to discuss issues

#### **Advisory Committee Members will:**

- Be honest
- Discuss ideas, not people
- Respect all ideas and multiple perspectives
- Focus on the big picture, not just one idea/perspective
- Listen, ask clarifying questions, and take full advantage of communication opportunities by sharing each of our perspectives
- Focus on task at hand and stay engaged (no cell phones, texting, etc.)
- Provide members equal time to be heard

### **Employee Handbook- Part 1**

Identifying areas to focus on for next advisory committee meeting

1. Preamble and Definitions
2. Employment Law
3. General Employment Practices & Expectations

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### 4. Management Rights

5. Grievance Procedure
6. Pay Periods
7. Compensation and expense reimbursement applicable to all district employees
8. Worker's Compensation

### 9. Sick Leave

10. Jury Duty Leave
11. Bereavement Leave

### 12. Personal Leave

13. Uniformed Services Leave
14. Unpaid Leaves of Absence

### 15. Benefits Applicable to all Employees

16. Work Stoppage
17. Conformity to Law
18. Quality Improvement Committees

Based on the feedback from utilizing Turning Point Technologies, the above highlighted areas were identified as top priority for discussion.

### Timelines for our committee work

- Plan to bring handbook in "sections" to the board. Hoping to bring Part 1 to board in January.
- Timeline for handbook completion– Hopefully March/April needs to be done by June 30.

### Communication

- Refer media questions to Dr. Weissenburger
- Hard copies of the information for each meeting will be sent via interschool mail. You are encouraged to talk about topics/issues with your colleagues to gather ideas/feedback, but the draft documents are not ready for sharing publicly at this time.
- School board will make the final decision about handbook contents/adoption.

### Questions on "parking lot"

- Can we create "talking points" that can be shared with those not on the committee since the guest list is public, people are asking
- 1 concern: people who are trying to decide about retirement have to make a decision by April 1. Will we have this retirement piece discussed and adopted by the board before that deadline?
- Can the school board reopen any part or all of the handbook at any time?
- Group needs to be reminded that "we" are the first impression that the community and our co-workers will receive