

# ECASD Handbook Advisory Committee Meeting Minutes 12/12/11

**Room 123C (BOE GYM) Begin: 6:30 p.m. End: 8:05 p.m.**

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

**Absent:** Andrew Holle, Sarah Paul

## **Review of ground rules and purpose:**

Heather shared meeting norms/purpose—a sign will be posted with the meeting norms on them at each meeting.

- Some members felt they did not get the Section I information in a timely manner—was sent from BOE on Tuesday; delivered to buildings on Wednesday. Some members reported they got the information on Friday.

## **Parking lot issues:**

Fred addressed parking lot issues from 11/28/11 meeting:

- “Create talking points”—we can post information to an HR password-protected website
- “Retirement concern; need information before April 1 deadline”—Board will be presented information about retirement on 12/19/11. Board is committed to not make changes for this year. The board is being recommended to not change retirements for the next school year, 2012-13. First change could take place after July, 2013.
- “Can school board reopen any part of handbook at any time”—Yes. Board can also decide to give some decision-making to let administration (could be one or more) make changes.
- “Committee is first impression for community and staff”—Yes, members of this committee are the communicators to co-workers and public; first impressions are important.

## **Discuss communication plan and future involvement:**

Fred addressed future plans:

- A password-protected tab on HR site will be created for staff for agenda, minutes, sections, Q & A.
- After initial draft stage of sections, people can go on site and look over.
- Attorney has been retained from Weld, Riley as a consultant. Once we have a draft of our handbook, the law firm will double check what is in handbook against legal requirements and what is board policy to find any discrepancies.
- Deb Schultz, Director, Strategic Human Resource Services, will work with us going forward.
- “How and when can I solicit information from my staff?” Please don’t share hard copies, but share what is being discussed and solicit information—could be a session after a staff meeting. Trying to avoid FUD factor—fear, uncertainty, and doubt.

## **Review priority areas of focus for discussion:**

Michelle reviewed priorities identified from 11/28/11 meeting: General Employment Practices & Expectations, Management Rights, Sick Leave, Personal Leave, and Benefits Applicable to all Employees

- After reviewing section I, some priorities may have changed; tonight we will focus on the areas identified.
- Question was asked: “Who is “we” and how did you get to this draft document?” Fred, Heather, and Michelle are the “we” and they took WASB handbook template and then rewrote, deleted, and added (sometimes from current contracts) and made it the current draft of the ECASD Employee Handbook. WASB Handbook Template was about 80 pages in section I—now down to 45. Part I creates framework for all employees and sets the stage for the other handbook sections.

## Discussion activity for handbook sections:

Michelle guided the following activity:

- Half- sheet handed out for group work with direction:
  - Indicate on the stop sign the level of concern of a particular section of the draft handbook, write group comments (not all group members need to agree), and indicate if there is a unique perspective/concern to a particular employee group.
  - Identified sections to focus on:
    - Page 42: Benefits for all
    - Page 35: Sick leave
    - Page 28: Management rights
    - Page 37: Personal Leave
    - Page 6: General employment practices and expectations
  - Began activity at 6:55; Check-in at 7:30-7:45.

Michelle checked in and asked each group/table how far they got in the process and how it worked:

- Group 1: Through first four sections; process worked
- Group 2: Through three sections; process worked
- Group 3: Through first two sections; process worked
- Group 4: Finished all five sections; not all in group comfortable with process, want to share as whole group—duplication going on; maybe share jointly

## Wrap-up by facilitators:

- Will go through group/table comments/feedback on Friday and entire group will get feedback at next meeting or via HR password-protected site.
- “Could staff send in questions/concerns to committee?” Could set up discussion group on SharePoint (10 minutes to set-up).
- Parking lot issues—facilitators will address face-to-face at next scheduled meeting.
- Do appendixes exist? Not yet.

## Next sections/concerns:

- Section 1.01 and 1.02 needs attention—fulltime employment for teachers is listed as 40 hours/week instead of 36.25/week as currently working—needs much more discussion.
  - How would additional 45 minutes be used?
  - Would sick time be given/prorated on the 40 hours/week? Yes.
  - This is a hot topic—we are here to spark discussion and school board will need to see if benefits outweigh positives of the change.
  - All other employee groups are considered full-time are 40 hours/week.
  - Teachers are considered salaried employees who are exempt from overtime.
- Rates are not current rates (page 3).
- At the next meeting, we will share small groups concerns and pick up where each group left off.
- Next meeting is January 16, 2012. **The group voted to start meetings at 6:00 p.m. and finish at 8:00 p.m. for the rest of the scheduled meetings.**

## Parking lot issue(s):

- Receiving 45 page document on Friday is totally unacceptable—I have requested more than one week several times to allow time to read