GENERAL SCHOOL ADMINISTRATION

I. EMPLOYEE RELATIONS

   A. The Superintendent has established the following guidelines in order to receive input from classified employees and their representatives on matters of wages, benefits, and personnel practices.

      1. Provisions will be made for classified employee representatives to meet with representatives of the administration. The Superintendent will select individuals to represent the administration.

      2. Meetings of classified and administrative representatives will be of sufficient number and duration to discuss matters of concern.

      3. Items having budgetary impact must be finalized by November 1 of each school year.

      4. Recommended changes other than regulations or policies, agreed upon by the confer group, shall be submitted to the Superintendent for his consideration.

      5. Recommended changes to existing regulations agreed upon by the confer group and the Superintendent will amend existing regulations if not in conflict with existing policies. Recommended changes to policy, agreed upon by the confer group and the Superintendent, also require School Board approval.

      6. Understandings reached by the confer group will NOT be final and binding on the Superintendent or the School Board until appropriate approvals have been completed.

      7. Changes to regulations approved by the Superintendent and changes to policies approved by the Superintendent and School Board will become effective on the date established at the time of approval, but no later than the beginning of the next fiscal year.
8. Appropriate supervisors shall continue to confer with school division employees and discuss matters relating to salary, working conditions, and benefits within the scope of normal supervisor-employee relationships.

9. The Information Services Department’s Office of Employee Relations is designated to provide liaison between the administration, representatives of employee groups, or employee organizations outside the school division which represent School Board classified employees.

The Director of Information Services will be responsible for the implementation and monitoring of this regulation.