

HD MEET - AND - CONFER PROCEDURES

This policy is established to confirm that the District shall meet and confer annually on staff policies, salaries, and fringe benefits. The Board delegates the responsibility to the Superintendent to establish meet and confer procedures with the Amphitheater Education Association (the "Association") and individual employees or groups of employees for this purpose.

HD-R MEET - AND - CONFER PROCEDURES

This regulation provides methods of meeting and conferring on staff policies, salaries, and fringe benefits by establishing facilitators/coordinators and committees with specific assignments in representing the interests of the ~~Governing Board~~ District and administration ("Administration") and the interests of the Amphitheater Education Association (the "Association") and individual employees or groups of employees.

Functions:

- The functions of the facilitators and committees will be to reach a consensus for the purposes of making recommendations to the Superintendent concerning 1) existing policies, 2) changes to existing policies, 3) the creation of new policies, and 4) determination of compensation packages. The Superintendent shall then present such recommendations to the Governing Board for its consideration.
- The facilitators and committees will publish their completed work, as approved by the Superintendent and, as appropriate, the Governing Board, on the District and Amphitheater Education Association websites.

Meet-and-Confer Committees/Program of Work:

- The District's meet and confer process shall utilize an "interest-based bargaining" ("IBB") process.
- Two (2) committees of six (6) to eight (8) people will be established to work on personnel policy matters - one (1) committee responsible for professional staff policy recommendations and one (1) committee responsible for support staff policy recommendations. These two (2) committees will each consist for three (3) or four (4) members selected by the Superintendent or the Superintendent's designee and representing the administration ("the District Team") and three (3) or four (4) members selected by the Association representing the Association and district employees ("the AEA Team").
- The Administration and the Association will agree upon two (2) facilitators/coordinators for each committee - one (1) from among each of their respective teams forming each committee. It will be the responsibility of the facilitators/coordinators to provide the direction and leadership for the committee.
- The Administration and the Association team will agree upon a facilitator/coordinator. It will be the responsibility of the

facilitators/coordinators to provide the direction and leadership for the committee.

- The professional staff policy committee shall be responsible to meet and confer and make recommendations regarding the District's personnel policies pertaining to professional staff. The support staff policy committee shall be responsible to meet and confer and make recommendations regarding the District's personnel policies pertaining to support staff. The initial meeting of the committees shall be held jointly to establish their respective and joint bodies of work. Upon agreement of the committees, they may jointly meet and confer on policy matters affecting either employee group. The committees shall jointly meet and confer regarding District personnel policies affecting all District employees and regarding compensation package recommendations.

- Each committee shall establish and prepare a specific written program of work at the beginning of the annual meet-and-confer process. Items may be added or deleted from the program of work after it has been established, with approval by committee members. The written program of work shall be submitted to the Superintendent and the executive board of the Association upon completion.

- The committees' programs of work may include regulations which were Governing Board policies prior to the Arizona School Boards Association (ASBA) formatting and policy system implementation in 1997.

- Except as limited below, items that ~~the Governing Board,~~ the District ~~Administration,~~ and the Association, or their respective teams, wish to be considered for implementation in a subsequent fiscal year must be submitted to the facilitators/coordinators.

~~It is the goal of the Governing Board that c~~Changes to the personnel policies, salaries, or fringe benefits will go through the meet-and-confer process. Exceptions to this goal may be as follows:

- As required by Arizona law, the Superintendent may reserve the right on behalf of the Governing Board ~~reserves the right~~ to make changes to ~~its the Amphitheater Policy Manual policies~~ when necessary for compliance with the law.

- Requests for exceptions to policy from school management councils need not go through the meet-and-confer process.

- Minor changes to personnel policies may also be made by agreement between the Superintendent or the Superintendent's designee and the Association President, and, as appropriately approved by the ~~with~~ Governing Board ~~approval.~~

- Approval of policy changes made in accordance with these exceptions shall not be subject to the concurrence of the committees; however, committee members shall be informed by the Superintendent or the Superintendent's designee of such changes as soon as practicable. Specific changes and the exception applied will be identified for committee members.

Time lines:

- To the extent possible, the policy committees will hold their first (1st) meetings by mid-October and shall conclude their work by the end of January.
- To the extent possible, the combined salary committees will begin their joint compensation package work in mid-January and conclude their work by the end of March.
- Final loop-outs will be held no later than two (2) weeks prior to the committees ending date.

Training:

- Facilitators/coordinators, as well as all committee members, will be trained in the meet-and-confer process at District expense. This training will take place prior to assuming committee tasks.

Committee support:

- The Administrative facilitators will arrange for clerical support for the work of each committee. Clerical support required by the individual Association and Administrative teams shall be handled by each team.

Employee Input:

- Before the policy portion of meet and confer begins, employees will be given a chance to provide input through a joint survey developed by the committees. In addition to this joint survey, the District or the Association may conduct their own survey(s) as needed, and the joint meet and confer committee may ask questions or get feedback through the Superintendent's certificated/teacher advisory council and/or classified advisory council.
- Before the compensation portion of meet and confer begins, employees will be given a chance to provide input through a joint survey developed by the committees. In addition to this joint survey, the District or the Association may conduct their own survey(s) as needed, and the joint meet and confer committee may ask questions or get feedback through the Superintendent's certificated/teacher advisory council and/or classified advisory council.

- The final meet and confer recommendations (policy and compensation) of the committees will jointly be presented to employees for evaluation and comment before presentation to the Governing Board for consideration.
- Following the joint employee feedback process, the Superintendent ~~Governing Board can reserves its discretion to~~ reconvene the committees for additional feedback, or submit the item to the Governing Board ~~may to~~ take action on the original recommendations.

Communication:

- The committees will post periodic briefings to keep constituents informed about the general matters discussed throughout the meet-and-confer process. Also, the committees will post a briefing following any joint survey.
- The Superintendent may distribute the committees' briefing(s) through the Superintendent's certificated/teacher advisory council and/or classified advisory council when necessary to ensure all employees have access to the information.

Mediation and/or arbitration:

- Mediation may be utilized to help the committee resolve disputes. If mediation is unsuccessful, an arbitrator may be selected. The recommendations of the committee and/or the arbitrators are not binding on the Superintendent ~~Governing Board~~ or the Association, and Arizona law does not permit them to be binding on the Governing Board.

Legal rights:

- The rights and privileges extended herein to the Association are also available to individual employees or groups of employees.

Adopted: April 14, 2020