

EMPLOYEE RIGHTS AND PRIVILEGES
PERSONNEL-MANAGEMENT RELATIONS

DGB
(LOCAL)

COMMUNICATION
SYSTEM FOR
INSTRUCTIONAL
STAFF (CSIS)

The District shall establish a communication system whereby its instructional staff may provide input for consideration by the Board in formulating District policy. The communication system shall in no way infringe upon, limit, or affect the Board's exclusive power to manage and govern the schools of the District. The decision of the Board relative to any item of consideration within the communication system shall be final.

The communication system shall in no way be restricted to or inhibited by membership in any organization. The communication system shall not replace or circumvent other District policies and procedures providing for resolution of employee grievances or for a hearing by individual employees or groups of employees before the Board.

DEFINITIONS

The following definitions shall apply in this policy:

1. "Communication System for Instructional Staff (CSIS)" shall mean the communication system described in this policy.
2. "Communication" shall mean advice, counsel, and exchange of information, and shall afford a free and open exchange of views within the restrictions of scope specified below.
3. "Instructional staff" shall mean full-time certificated employees of the District whose assignment does not require the holding of a valid Texas Administrator's Certificate. Employees who are classroom teachers must be involved in direct instructional activities no less than 50 percent of their daily assignment time in order to qualify under this definition. This definition shall be broadened to include the following staff positions: counselor, educational diagnostician, librarian, nurse, and therapist.
4. "Communication Council for Instructional Staff (CCIS)" shall mean those members of the instructional staff elected in accordance with the provisions of the CSIS.
5. "Superintendent's Communication Team" (SCT) shall mean those administrative staff members assigned by the Superintendent to participate in the CSIS.

SCOPE

The CSIS shall function within a defined scope which will provide for consideration of the following policy areas only: wages, salaries, benefits, and conditions of work. In cases of disagreement as to the applicability of any topic of consideration within this definition of scope, final determination shall be made by the Superintendent or designee.

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REPRESENTATION	<p>The Superintendent shall cause to be elected from the instructional staff one representative from each District campus, and one representative elected by those members of the instructional staff whose assignment involves District wide or itinerant duties and who are not based at a single campus.</p> <p>The body so elected shall be the Communication Council for Instructional Staff (CCIS).</p>
ELECTIONS	<p>Elections of CCIS representatives shall be by secret ballot and shall be conducted at the initial faculty meeting on each campus. The representative for members of the instructional staff whose assignment involves District wide or itinerant duties shall be elected by vote of all staff members so classified and defined in DEFINITIONS, item 3, of this document.</p>
TERM OF OFFICE	<p>All terms of office shall be for a one-year period. The term shall run from the date of election through August 31 of the succeeding year. A member of the instructional staff duly elected to the CCIS may succeed himself or herself one time.</p>
VACANCIES	<p>Vacancies occurring during the term of office shall be filled by special election of the instructional staff members represented by the position vacated.</p>
CCIS ORGANIZATION	<p>The CCIS shall, upon its election for the initial term of office, adopt rules and bylaws which shall govern its functioning, provide for the selection of officers as required, and set forth provisions for access to the CCIS by all members of the District's instructional staff.</p>
MEETINGS - CCIS	<p>The CCIS shall establish a process for regular meetings. Provision shall be made to notify all instructional staff of date, time, and location of all meetings.</p>
MEETINGS - CCIS WITH SCT	<p>The CCIS shall meet with the Superintendent's Communication Team on a regular basis. Frequency of meetings shall be determined by the needs of both groups. A calendar of meetings shall be established. Notice of meetings between the two groups shall be given at least five school days in advance. Meetings shall be conducted in accordance with a written agenda.</p>
PROPOSALS	<p>Any instructional staff member may present proposals to his or her elected representative for consideration by the CCIS. In addition, the administration may present proposals for consideration by the CCIS.</p> <p>The Superintendent's Communication Team shall consider any proposal submitted to it by the CCIS, so long as it is determined that the proposal falls within the scope as defined by this policy. Proposals should be received by the Superintendent or designee</p>

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not less than five school days in advance of scheduled meetings between the CCIS and the SCT.

The Superintendent shall report to the Board all proposals received from the CCIS and the recorded discussion relating to those proposals.

EXPENSES

Expenses incurred in meetings between the CCIS and the Superintendent's Communication Team, as well as expenses incurred for elections as specified in this policy, shall be borne by the District. Any additional expenses, other than those approved in writing by the Superintendent prior to expenditure shall be borne by the group incurring, initiating, or requesting the expenditure.

COMMUNICATION
SYSTEM FOR
CLASSIFIED STAFF
(CSCS)

The District shall establish a communication system whereby its classified staff may provide input for consideration by the Board in formulating District policy. The communication system shall in no way infringe upon, limit, or affect the Board's exclusive power to manage and govern the schools of the District. The decision of the Board relative to any item of consideration within the communication system shall be final.

The communication system shall in no way be restricted to or inhibited by membership in any organization. The communication system shall not replace or circumvent other District policies and procedures providing for resolution of employee grievances or for a hearing by individual employees or groups of employees before the Board.

DEFINITIONS

The following definitions shall apply in this policy:

1. "Communication System for Classified Staff (CSCS)" shall mean the communication system described in this policy.
2. "Communication" shall mean advice, counsel, and exchange of information, and shall afford a free and open exchange of views within the restrictions of scope specified below.
3. "Classified staff" shall mean full-time certificated employees of the District who are designated as educational secretaries and educational aides. This definition shall include the following staff positions: instructional aides, special education aides, physical education aides, and clerical aides.
4. "Communication Council for Classified Staff (CCCS)" shall mean those members of the classified staff elected in accordance with the provisions of the CSCS.

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5. "Superintendent's Communication Team" (SCT) shall mean those administrative staff members assigned by the Superintendent to participate in the CSCS.

SCOPE

The CSCS shall function within a defined scope which will provide for consideration of the following policy areas only: wages, salaries, benefits, and conditions of work. In cases of disagreement as to the applicability of any topic of consideration within this definition of scope, final determination shall be made by the Superintendent or designee.

REPRESENTATION

~~The Superintendent shall cause to be elected from the classified staff:~~ **The membership of the CCCS shall be determined according to the by-laws of the CCCS. It may be adjusted according to necessity or organizational changes. Membership shall consist of between 14-20 members and include representatives from high school, junior high, elementary, and administrative departments.**

- ~~1. Fourteen representatives elected by campus, to result in the following alignment:
 - a. Six elementary school representatives.
 - b. Three junior high school representatives.
 - c. Two senior high school representatives.
 - d. Three administrative personnel.~~

~~The body so elected shall be the Communication Council for Classified Staff (CCCS).~~

ELECTIONS

Elections shall be held in April of each school year and shall be by secret ballot. ~~Election of CCCS representatives as follows:~~

- ~~1. Each senior high school one representative.~~
- ~~2. Junior high schools grouped as follows, with each grouping accorded one representatives.
 - a. Bonham/Ector.
 - b. Hood/Nimitz.
 - c. Bowie/Crockett.~~
- ~~3. Elementary schools grouped as follows, with each grouping accorded one representatives.
 - a. Alamo/Lamar/Dowling/Goldsmith
 - b. Blackshear/Hays/Zavala/Travis/Milam~~

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- c. ~~Fannin/Cameron/Pease/Noel/Fly.~~
- d. ~~San Jacinto/Austin/Burleson/Carver Center.~~
- e. ~~Gonzales/Reagan/Burnet/Blanton.~~
- f. ~~Ireland/Goliad/Sam Houston/Ross.~~

REPRESENTATION	<p>Administrative personnel will be grouped as follows, with each grouping accorded one representative from the offices of:</p> <ul style="list-style-type: none">4. Superintendent; deputy superintendent; assistant superintendent; planning, evaluation, research and development; communications; security; purchasing; accounting and payroll; business; and data processing.5. Athletic; special services; personnel; receptionist and PBX; maintenance and custodial; tax; AV and ITV.6. Director of elementary education; director of secondary education; director of instructional services; physical education; special education; vocational; food service; and transportation.
TERM OF OFFICE	<p>Elections shall be held in April of each school year. All terms of office shall be for a two-year period. Term of office shall be from July 1 through June 30. <u>All terms of office shall be for a two-year period.</u> Election of CCCS representatives shall be by secret ballot.</p>
VACANCIES	<p>Vacancies otherwise occurring during the term of office shall be filled by special election of the classified staff members represented by the position vacated.</p>
CCCS ORGANIZATION	<p>The Communication Council for Classified Staff shall, upon its election for the initial term of office, adopt rules and bylaws which shall govern its functioning, provide for the selection of officers as required, and set forth provisions for access to the CCCS by all members of the District's classified staff.</p>
MEETINGS - CCCS	<p>The CCCS shall establish a process for regular meetings. Provision shall be made to notify all classified staff of date, time, and location of all meetings.</p>
MEETINGS - CCCS WITH SCT	<p>The CCCS shall meet with the Superintendent's Communication Team on a regular basis. Frequency of meetings shall be determined by the needs of both groups. A calendar of meetings shall be established. Notice of meetings between the two groups shall be given at least five school days in advance. Meetings shall be conducted in accordance with a written agenda.</p>

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PROPOSALS

Any classified staff member may present proposals to his or her elected representative for consideration by the CCCS. In addition, the administration may present proposals for consideration by the CCCS.

The Superintendent's Communication Team shall consider any proposal submitted to it by the CCCS, so long as it is determined that the proposal falls within the scope as defined by this policy. Proposals should be received by the Superintendent or designee not less than five school days in advance of scheduled meetings between the CCCS and the SCT.

The Superintendent shall advance to the Board all proposals received from the CCCS which fall within the scope as defined by this policy. Each proposal shall carry the Superintendent's recommendation of approve, disapprove, or no recommendation.

EXPENSES

Expenses incurred in meetings between the CCCS and the Superintendent's Communication Team, as well as expenses incurred for elections as specified in this policy, shall be borne by the District. Any additional expenses, other than those approved in writing by the Superintendent prior to expenditure shall be borne by the group incurring, initiating, or requesting the expenditure.

COMMUNICATION
SYSTEM FOR
TRANSPORTATION
STAFF

The District shall establish a communication system where- by its transportation staff may provide input for consideration by the Board in formulating District policy. The communication system shall in no way infringe upon, limit, or affect the Board's exclusive power to manage and govern the schools of the District. The decision of the Board relative to any item of consideration with the communication system shall be final.

The communication system shall in no way be restricted to or inhibited by membership in any organization. The communication system shall not replace or circumvent other District policies and procedures providing for resolution of employee grievances or for a hearing by individual employees before the Board.

DEFINITIONS

The following definitions shall apply in this policy:

1. Communication Council for Transportation Staff shall mean the communication system described in this policy.
2. Communication shall mean advice, counsel, and exchange of information, and shall afford a free and open exchange of views within the restrictions of scope specified below.
3. Transportation staff shall mean all non-exempt employees of the Transportation Department, and shall include all bus drivers, dispatchers, mailroom and shop personnel. This defini-

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tion shall exclude the following staff positions: driver foreman, mailroom supervisor, and lead mechanics. These individuals will serve as resource persons for the Communication Council for Transportation Staff and/or Superintendent's Communication Team. Clerical employees are represented through the CCCS.

4. Communication Council for Transportation Staff (CCTS) shall mean those members of the Transportation staff elected in accordance with the provisions of the Communication Council for Transportation Staff.
5. Superintendent's Communication Team (SCT) shall mean those administrative staff members assigned by the Superintendent to participate in the Communication Council for Transportation Staff.

SCOPE

The Communication Council for Transportation Staff shall function within a defined scope which shall provide for consideration of the following policy areas only: wages, salaries, benefits, and conditions of work. In cases of disagreement as to the applicability of any topic of consideration within this definition of scope, final determination shall be made by the Superintendent or designee.

REPRESENTATION

The Superintendent shall cause to be elected from the transportation staff seven representatives to result in the following alignment:

1. Three driver representatives, one from each driver foreman group.
2. One representative from the shop personnel. For representation purposes only, dispatchers and mailroom personnel will be grouped with shop personnel.
3. Three at-large representatives to be elected from all eligible employees.

The body so elected shall be the Communication Council for Transportation Staff (CCTS).

NOMINATIONS

Nominations of CCTS representatives shall be as follows:

4. Employees interested in serving as representatives shall declare their intentions during the scheduled nominating period prior to the elections.
5. Interested employees may place their names in nomination to represent either their assigned group or as an at-large candidate, but not both.

ELECTIONS

Elections of CCTS representatives shall be by secret ballot, as follows:

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1. Each eligible employee will be given a total of four votes, to be used as follows:
 - a. One vote for the representative of their assigned group.
 - b. Three votes to be used for three different at-large candidates.
2. The individual receiving the most votes in each race will be declared the winner.
3. In case of a tie, a runoff election will be held.

TERM OF OFFICE Elections shall be held in April of each school year. All terms of office shall be for a two-year period. Term of office shall be from July 1 through June 30.

VACANCIES Vacancies otherwise occurring during the term of office shall be filled by special election of the transportation staff members represented by the position vacated.

CCTS ORGANIZATION The Communication Council for Transportation Staff shall, upon its election for the initial term of office, adopt rules and bylaws which shall govern its functioning, provide for the selection of officers as required, and set forth provisions for access to the CCTS by all members of the District's transportation staff.

MEETINGS - CCTS The CCTS shall establish a process for regular meetings. Provision shall be made to notify all staff of date, time, and location of all meetings.

MEETINGS - CCTS WITH SCT The CCTS shall meet with the Superintendent's Communication Team on a regular basis. Frequency of meetings shall be determined by the needs of both groups. Notice of meetings between the two groups shall be given at least five school days in advance. Meetings shall be conducted in accordance with a written agenda.

PROPOSALS Any transportation staff member may present proposals to his or her elected representative for consideration by the CCTS. In addition, the administration may present proposals for consideration by the CCTS.

The Superintendent's Communication Team shall consider any proposal submitted to it by the CCTS so long as it is determined that the proposal falls within the scope as defined by this policy. Proposals should be received by the Superintendent or designee not less than five school days in advance of scheduled meetings between the CCTS and the SCT. Appropriate action will be taken on all proposals submitted to SCT.

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EXPENSES

Expenses incurred in meetings between the CCTS and the Superintendent's Communication Team, as well as expenses incurred for elections as specified in this policy, shall be borne by the District. Any additional expenses, other than those approved in writing by the Superintendent prior to expenditure, shall be borne by the group incurring, initiating, or requesting the expenditure.