

# Recommendations of the Meet and Confer Committee



# Meet and Confer Committee

## Professional/Certificated Team

Tassi Call, Facilitator

### Amphitheater Education Association

Rebecca Green  
Patricia Hebert  
Robert Young

### Amphitheater School District

Matt Munger  
Chris Trimble  
Michelle Tong

## Support Staff Team

Chris Gutierrez, Facilitator

### Amphitheater Education Association

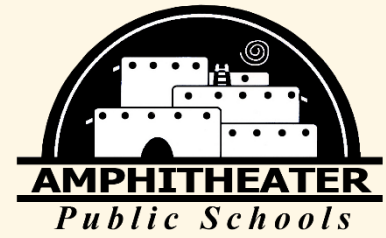
Chad Guymon  
Vanessa Harding  
Robert Wacker








### Amphitheater School District

Richard LaNasa  
JJ Letts  
Angela Wichers



# Committee Process



- |  |             |   |
|--|-------------|---|
|     | October 6   | Pre-policy survey of employees to gather input on areas of concern  |
|    | October 18  | Reminder email to employees that survey closes on October 19  |
|    | October 26  | Meet and confer team leaders met with the facilitators to study survey feedback as a group and identify committee work and future meeting dates       |
|    | November 7  | Joint meet and confer committee completed IBB training and developed the policy book of business  |
|    | November 14 | Each committee met separately on matters specific to their respective groups and then together to approve a joint recommendation on bereavement leave |
|   | November 21 | The support staff committee met on its own to finalize its recommendation   |
|  | November 30 | The meet and confer committee notified employees about its recommendations and sent a survey to gather employee feedback                              |



# Committee Recommendations

## Support Staff Committee

- Proposes revisions to Policy GDL
- Proposes a new Regulation GDL-R
- Recommends training supervisors on procedures for addressing pay for employees asked to work outside of their classification

## Professional/Certificated Committee

- Proposes revisions to Policy GCCH
- Proposes revisions to the pilot leave buy-back program for classroom teachers
- Proposes revisions to Regulation GCK-R

## Joint Committee

- Proposes revisions Policy GCCH
- Proposes a new Regulation GCCH-R





# Support Staff Committee Recommendation



1. Employee burnout and having to cover responsibilities of vacant positions was a primary concern raised in the pre-policy survey



2. The committee reviewed information and data presented by Human Resources and discussed options to address this concern



3. They recommend revisions to Policy GDL and implementing a Regulation GDL-R to improve communication between departments and facilitate discussions about other options for filling vacant positions



4. They also recommend the Associate Superintendents coordinate with the Human Resources Manager to train supervisors on procedures for addressing pay for employees asked to work outside of their regular classification





## Proposed Revisions to Policy GDL

- Support staff may be approved for overtime pay as appropriate

### **Overtime:**

The District recognizes that there are occasions on which District employees may be expected to work overtime; however, these occasions should be determined in advance by a supervisor, based upon the supervisor's assessment of the circumstances, rather than upon an individual employee's belief that overtime work is required. In this regard, an employee may not work more hours than the employee is scheduled to work in a workweek without explicit prior consent by the employee's supervisor. The District also recognizes the fact that an emergency situation may arise that may result in the employee working overtime. In such case, the employee should make an attempt to obtain authorization. If the employee is unable to get prior authorization, the employee must inform the supervisor as soon as possible of the emergency situation. Non-exempt employees who are assigned additional responsibilities normally performed by a staff member whose position is currently vacant can communicate with their supervisor about the option to work overtime if needed. It is the supervisor's responsibility to communicate with the human resources department on overtime requests. An employee who works in excess of the number of hours that the employee is scheduled to work without the explicit prior consent by the employee's supervisor, except as noted above, is subject to disciplinary action, including dismissal, pursuant to District Policy GDQD and Regulation GDQD-R.

- Employees may ask supervisors questions concerning their assigned job responsibilities

### **Questions:**

Questions of employees concerning assigned job responsibilities or wage-and-hour obligations and procedures should be directed to the employees' immediate supervisors. Supervisors who need additional information in order to adequately answer employees' questions should direct their inquiries to the District's human resources office.



# Proposed New Regulation GDL-R

- Adds an obligation that the supervisor notify HR when an employee covers other duties for a set time
- Goal is that alternatives be discussed to avoid employee burnout and retain employees

## GDL-R SUPPORT STAFF WORKLOAD

### REGULATION

An immediate supervisor must contact the Human Resources Manager to discuss alternatives for filling positions when either of the following occurs:

1. an employee is tasked to cover duties normally performed by a vacant position in a different work classification for more than ten (10) consecutive work days, or
2. an employee is tasked to cover duties normally performed by an employee in a different work classification for more than thirty (30) nonconsecutive work days in a fiscal year.



## Professional/Certificated Committee Recommendations to Clarify Sick Leave



1. Teachers alerted the committee to a discrepancy between the number of sick leave days permitted to be sold back through the pilot program and Policy GCCH



2. The committee researched the history of the sick leave policy to clarify the concern



3. The 2017 changes to Policy GCCH used a formula that permits a maximum of 7 sick leave days for teachers, but that number cannot not be determined by reading the policy



4. Recommend revisions to Policy GCCH and the pilot program to clarify the number of sick leave days that teachers accrue per year and the accrual rate for those days



5. Recommend changes to pilot program to make processing leave buy-back easier at the end of the year and extending it for another year to confirm it is budget neutral





# Policy GCCH Recommendations

## Sick Leave Accrual

Full-time employees accrue sick leave at the rate of four (4) hours per pay period until the employee reaches their maximum annual sick leave accrual for the contract year. Sick leave accrual is prorated by start date and full-time equivalency (FTE). It will not be based on addendum pay, stipends, bonuses, overtime or shift differentials.

Eligible Academic Year employees may accrue a maximum of ~~eight~~ seven (87) days per contract year (~~0.03847 hours of sick leave for each hour worked~~). Eligible Fiscal Year employees may accrue a maximum of ten (10) days per contract year (~~0.03847 hours of sick leave for each hour scheduled to be worked~~). ~~Eligible employees working on the any other work schedule will be credited sick leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment.~~

There is no limit to the amount of sick leave that may rollover to the next fiscal year to hold as ~~be~~ accrued sick leave for future use. Accrued sick leave may be accumulated from year to year.



## Pilot Program

1. The program is only available to certificated teachers who are classroom teachers and require a substitute when they are absent from work in order to keep the leave buy-back program budget neutral. ~~assigned-a-class-roster.~~
2. Certificated teachers must meet the following prerequisites to participate in the teacher leave buy-back program:
  - a. Teacher must fulfill their teacher contract and work until the final day of school that year, and
  - b. Teacher must satisfy one of the following criteria:
    - i. Teacher will have accumulated more than ~~thirteen~~ ~~twelve~~<sup>1</sup> (~~13~~12) days of unused leave by the end of the school year and is seeking reimbursement for unused leave *in excess* of those ~~thirteen-twelve~~ (~~13~~12) days, or
    - ii. Teacher has given notice that teacher will separate from the District at the end of the school year (*i.e.*, resignation, retirement, or teacher is on a short-term teacher contract and is not being renewed), and will not work for the District during the next fiscal year.
3. Qualified teachers may not cash out any paid leave that drops their leave balance below twelve (12) days.
- ~~3.4.~~ 4. Qualified teachers may be reimbursed annually for all but three (3) days of unused paid leave ~~accumulated~~ earned during the current academic year. Three (3) leave days must be rolled into their leave balance. The reimbursement rate shall be equal to the lowest approved daily rate of pay for a District certificated substitute teacher.
- ~~4.5.~~ 5. The reimbursement rate is based on an eight (8) hour day and may be reimbursed at a prorated hourly rate where unused leave does not equate to a full day.





5.6. Each year that a teachers chooses to participate in the leave buy-back program, they must submit a reimbursement request form to the Payroll Department before the last contract day of school by attaching the form to an email from the employee's District email to the Chief Financial Officer or delivering the form to the Payroll Department in person or through intraoffice mail. Reimbursement will not occur automatically, and a new form is required each year that the teacher participates in the leave buy-back program. If reimbursement is not requested, unused personal leave will automatically convert to sick leave in accordance with Regulation GCCB-R and carry-forward to the next fiscal year.

6.7. Teachers who apply to participate in the leave buy-back program waive all rights to receive sick leave donations through ~~participate in~~ the District's sick leave donation program.

7.8. The leave buy-back program does not apply to unused bereavement leave, leave acquired by donation, leave carried forward from a prior fiscal year, or to leave accumulated for supplementary assignments, summer work, or otherwise accumulated outside of the

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<sup>1</sup> A full-time teacher qualifies to accumulate paid leave hours that are the equivalent of ~~eight~~seven (87) sick leave days and five (5) personal leave days each year. See Policy GCCA, Policy GCCAA, and Regulation GCCB-R. This means that a teacher will need to have completed one year of continuous employment for compliance with option (b)(i).

employee's teacher work contract.

8.9. Days for which such payment is received shall be deducted from the accumulated sick leave balance.

9.10. Payment as provided herein will be issued by the end of the fiscal year.



## Professional/Certificated Committee Recommendations for Voluntary Transfers



1. Teachers expressed concern about the ability to transfer between District sites after accepting a contract



2. The committee reviewed the transfer process and agreed it is antiquated



3. The committee recommends teachers be permitted to apply for a voluntary transfer using the District's online applicant tracking system until May 15



4. They also recommend voluntary transfers be allowed to occur between May 15 and June 30 if both principals agree after a conversation occurs between the principals and the teacher



## REGULATION

**PROFESSIONAL STAFF ASSIGNMENTS  
AND TRANSFERS**

**Intra-Site Reassignment**

When a vacancy opens within the academic year at a school the principal shall have the option to fill the position with a current staff member. The principal will notify all certificated staff of the vacancy no later than its official posting date.

**Voluntary Transfers**

Requested transfer by teachers from one (1) school of the District to another is encouraged and is an acceptable practice in accordance with the prescribed factors and conditions set forth herein.

~~A. Voluntary transfer forms will be made available to all instructional personnel at the school site and upon request from the human resources office.~~—A request for transfer will include authorization of the selection committee to have access to correspondence, evaluations, and any other information contained in the employee's personnel file that may be pertinent to the hiring process.

B. Internal employees applying for a temporary position within the district may do so with a letter of intent. Employees are encouraged to update their resume and/or application.

~~C. Internal applicants for an open vacancy will submit an updated resume when seeking a permanent transfer.~~

CD. Internal applicants for an open vacancy will submit an updated application when applying for a promotion.

DE. Instructional personnel will be eligible for voluntary transfer only once during the school year.

EF. ~~A teacher desiring a voluntary transfer to another position(s) for the ensuing school year may submit an internal application, via the district's on-line applicant tracking system, when the specific position(s) of interest has been posted on the district's employment website. Voluntary transfer requests must be submitted by May 15 unless another later deadline is set by Human Resources.~~~~A teacher desiring a voluntary transfer either to a general location or locations or to a specific position for the following school~~





year shall submit a request in writing, including a rationale for the transfer, to the human resources division not later than February 1 of each year unless another deadline for such applications has been set. Requests for voluntary transfer will not be accepted after the February 1 deadline.

**G.** Should a specific position become available after February 1, a teacher may submit a transfer request for that one (1) specific position not later than May 15 of the year in which such position is open unless another later deadline is set by the Director of Human Resources. Each teacher is limited to only one (1) request of this nature each year. The request for transfer to a specific position must be submitted by May 15 unless otherwise provided.

**H.** Written information and instructions about how to obtain a list of openings from the District web page or by calling the job line, will be posted in a conspicuous location at each school site.

**F.I.** The two (2) certificated staff members with the highest District seniority who apply for a voluntary transfer shall be given an opportunity to interview for that position within the time lines established for the interview. Hiring administrators are encouraged to interview additional transfer applicants.

1. It is the responsibility of all applicants to make current contact information available to Human Resources.
2. Transfer applicants unavailable during the time lines established for the interview will be notified in writing of the intent to interview them and of the efforts made to contact them.
3. Interviews for teachers currently under contract shall be scheduled outside of the employee's normal teaching hours or the teacher will be provided release time.

**G.J.** Each school may have interviewing committees. The composition of these committees will be determined by the principal or the principal's designee. The number of members and composition of the committee shall remain the same for voluntary transfers and outside applicants. To the extent possible, the membership of the committee should remain the same for each specific position.

**H.K.** The interview process must be the same for voluntary transfers and outside applicants.

**I.L.** After July 1 and prior to the first day of school, positions may be filled either on a short-term or regular contract basis, at the prerogative of the District. After the commencement of the academic year, all positions will be filled on a short-term contract basis, in accordance with District regulation.



**JM.** The school principal will make the recommendation to fill the position to the Superintendent or the Superintendent's designee.

**KN.** A teacher who has requested a voluntary transfer and has not been selected by July 1 may not reapply until the following school year. Between May 15 and ~~June~~May 30, a voluntary transfer can be approved, providing the relinquishing principal agrees to the transfer following a conversation between the relinquishing principal, accepting principal and the teacher.

**LO.** A minimum of the staffing of a new school will be accomplished by teachers who request voluntary transfer.

**MP.** Recommendation/nonrecommendation and processing of the voluntary transfer request shall be made in writing by the site administrator to the staff member as soon as possible, but not later than ten (10) calendar days following completion of the site selection process.



## Joint Committee Recommendations for Bereavement Leave

1. Administrative Assistants recommended using the District's electronic personnel action request to address bereavement leave
2. The committee reviewed the policy and recommended some changes to clarify terms in Policy GCCH

### **Immediate Family: Definition**

Members of the immediate family are defined as the employee's spouse or domestic partner, mother, father, child, grandparents, grandchildren, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, guardian, or dependent person ("**dependent**" as defined by the Internal Revenue Code).

### **Demise of Co-workers**

In the event of the death of any staff member, or a member of that person's immediate family, other staff members, on request, will be excused from duties without loss of pay or deduction from accrued leave time, **or approved bereavement leave** to attend the funeral services, provided that said services are held within the confines of Pima County.

3. They also propose a new regulation to address the personnel action request recommendation and to clarify the procedure for employees to request bereavement leave



## GCCH-R

### REGULATION

#### **PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE**

The District understands the significant impact that a death can have on an individual or family. Bereavement leave is provided to support the employee during this time of grief and bereavement.

Employees qualify for up to five (5) days, consecutive or non-consecutive, of paid bereavement leave per fiscal year following the death of an immediate family member (defined in Policy GCCH) to grieve, make funeral arrangements, attend the funeral and burial, pay respects to the family at a wake or visitation, and probate the estate or execute the will. An employee who wishes to take bereavement leave should notify their supervisor as soon as possible.

Questions about whether an individual employee's relationship with the deceased qualifies as immediate family should be discussed with the employee's supervisor who is responsible to obtain approval from the Associate to the Superintendent and General Counsel.

The site will need to submit a personnel action request and the supervisor approve it for bereavement leave to be paid for the employee's absence from work. Employees are not required to provide documentation to support their request for bereavement leave unless requested by their supervisor. Fraudulent use of bereavement leave may result in discipline.

Bereavement leave is calculated based on the base pay rate at the time of absence. It will not include addendum pay, stipends, bonuses, overtime or shift differentials. Bereavement leave is prorated for a part-time employee.



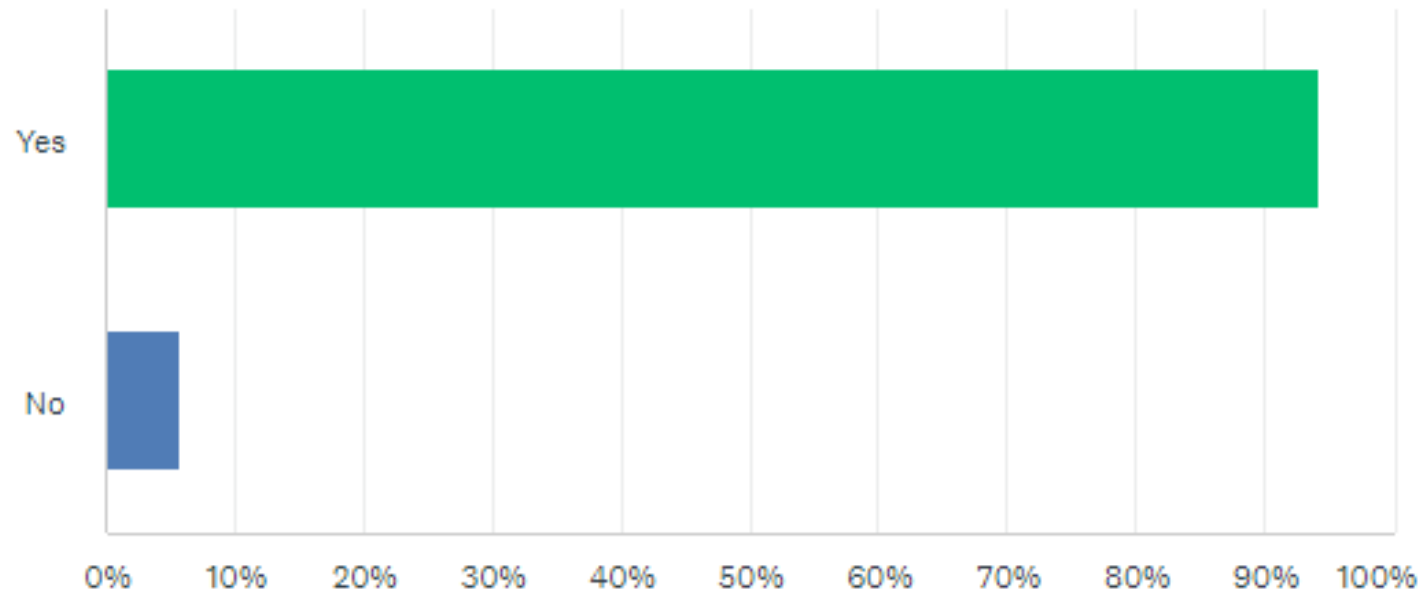
# Joint Survey of Employees

- Wednesday, November 30      Survey Monkey survey to all employees
- Monday, December 5      Survey closed



# Do you agree to the recommendation?

Answered: 228 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	94.30%	215
No	5.70%	13
<b>TOTAL</b>		<b>228</b>



# Survey Results



228 employees answered questions about the policy recommendations

The results were as follows:

- 215 (94.3%) agree with the recommendations, and
- 13 (5.7%) disagree with the recommendations



# Employee Comments in Survey



36 employees commented about the Policy recommendations – all comments provided to Board

The common themes in these comments were:

1. Concern that the classroom teacher leave buy-back program was hard to understand last year,  
and
2. Concern that there are limits on when additional paid days are permitted for bereavement

