



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **March 11, 2014**

TITLE: **Study of Revisions to Section G of the Governing Board Policy System, Regarding Personnel, Developed through the FY 2015 Meet and Confer Process, to Include:**

- a. Proposed New Policy GBEF – “Staff Use of Digital Communications and Electronic Devices” (Social Media);**
- b. Revision of GDQD – “Discipline, Suspension and Dismissal of Support Staff Members”, to Include Provision Pertaining to Right to Representation; and**
- c. Agreement Regarding Workplace Civility and Existing Policies.**

BACKGROUND:

Over the course of the last several months, representatives of the Amphitheater Education Association and the District Administration have met and conferred regarding policies affecting working conditions for employees. This is an annual process which gives employees an opportunity to present concerns about issues affecting the workplace environment. Often, the meet and confer teams address policy issues necessitated by new or changing laws. This has certainly been the case over the last several years, as the Arizona Legislature has mandated many policy language changes in legislative sessions over that time period. This year, the teams were able to focus on other issues of concern to the District and its staff.

One of those issues was workplace civility, or more specifically the occasion lapse thereof. The teams reviewed, in particular, examples of occasional incivility between and among co-workers, as well as incivility of visitors and parents toward employees at times. During their discussion of this issue, the teams reviewed a number of District policies that address workplace climate, courtesy and civility. Among these policies are: GBEA (Staff Ethics), GBEB (Staff Conduct); KEB (Public Concerns/Complaints About Personnel); and KFA (Public Conduct on School Property).

Ultimately, after reviewing the District’s existing policies, the teams recognized that there was not a need for an additional policy but, rather, a need for ensuring that employees be informed about those existing policies. Accordingly, the teams reached an understanding on efforts that should be undertaken to communicate the existing policies to employees. To that end, the Meet and Confer teams came to an “Agreement of Clarification” with the following formal recommendations:

- Include the relevant policies in staff handbooks
- Post the relevant policies in staff lounges
- Inclusion of the policy information in initial staff meetings at the beginning of the school year.
- Provide the policies on the District’s intranet
- Create a step-by-step review of the policy (to be used in staff meetings, training, etc.)

The next issue addressed by the teams was the use of social media and electronic communications by employees. After extensive discussion, the teams are proposing adoption of an entirely new policy, GBEF. The proposed draft attached to this item incorporates some suggested language from ASBA, but is largely the

creation of the teams' work. It includes definitional language to provide clarity of purpose and intention, as most policies do. It then provides a list of expectations for employees. Because of social media's common use in our society, the policy draft also includes a provision for annual notification to employees regarding its terms.

The final revision proposed by the meet and confer teams is one pertaining to the disciplinary procedures applicable to support staff personnel. It was noted in this year's discussions that Policy GDQD on the subject is lacking an explicit provision entitling support staff personnel to representation in disciplinary proceedings, as is found in policy pertaining to certificated personnel. While District practice is certainly to afford the right to representation to support staff, both teams did agree that the absence of parallel language in this respect may be misleading to staff and should be rectified. Accordingly, a draft revision to Policy GDQD is attached as well.

RECOMMENDATION:

This item is presented for the Board's initial study of these policy revision matters, in accordance with District policy which requires two reviews of policy changes. This item will be presented in April for adoption.

INITIATED BY:



Todd A. Jaeger, Associate to the Superintendent

Date: March 7, 2014



Patrick Nelson, Superintendent