

MEET - AND - CONFER PROCEDURES

This policy is established to provide 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 and 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 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 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 committees of six (6) to eight (8) people will be established to work on personnel policy matters – one committee responsible for professional staff policy recommendations and one committee responsible for support staff policy recommendations. These two committees will each consist of three (3) or four (4) members selected by the Superintendent or the Superintendent's designee and representing the administration ("the District Team"), and (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 facilitators/coordinators for each committee -- one 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 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 team 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 changes to the personnel policies, salaries, or fringe benefits go through the meet-and-confer process. Exceptions to this goal may be as follows:

- As required by Arizona law, the Governing Board reserves the right to make changes to its policies when necessary.
- 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 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 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.

Communication:

- The committees will post periodic briefings to keep constituents informed about the general matters discussed throughout the meet-and-confer process.
- The final meet-and-confer recommendations of the committees will be communicated to District employees for feedback. Following this feedback process, the Governing Board reserves its discretion to reconvene the committees for additional feedback, or the Governing Board may take action on the original recommendations.

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 Governing Board or the Association.

Legal rights:

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

Adopted: date of Manual adoption

Revised: June 7, 2016