

MEMORANDUM

TO: ELPS Board

FROM: Rulesha Glover-Payne *RGP*
Chief Human Resources Officer & Title IX Coordinator

DATE: August 11, 2025

SUBJECT: Updates to At-Will Contracts

Human Resources are updating all contracts with new templates to address updated laws, consistency of sections, and formatting in contracts of salaried workers and hourly workers. As a result of some of the updates made, contracts are being brought back to the Board for review and approval. Contracts are for the following salaried employees:

- Dorcas Shumake, Dean for Student Success
- Melvin White, Dean for Student Success
- Heather Findley, District Mental Health Coordinator
- Paul Shanks, Behavior Systems Analyst
- Kara Wall, Payroll Manager
- Kali Stevens, Instructional Design Specialist
- Tavo Arceo, Supervisor of Grounds
- Scott Baker-Young, Supervisor of Accounting
- Vince Watson, Supervisor of Custodians

Dean for Student Success

There were no changes to the two-year compensation amounts for employees. In addition to grammatical, spelling, and formatting, changes also included:

1. Section A. TERM – Changed language in section to be consistent with other salaried staff.
2. Section B. DUTIES – Changed language in section to be consistent with other salaried staff.
3. Section D. EXEMPT STATUS - Added section to the contract. This states that employee is not entitled to overtime compensation.
4. Remove Supervisor from the contract. Employees do not supervise any staff. In the previous contract, they were on a supervisor contract.

Instructional Design Specialist and Payroll Manager

There were no changes to the one-year and two-year compensation amounts for employees. In addition to grammatical, spelling, and formatting, changes also included:

1. Added an opening paragraph to include employee's name and duration of contract. This would be consistent with other salaried employee contracts.
2. Section A. TERM – Changed language in section to be consistent with other salaried staff.
3. Section C. OMPENSATION – Changed the section title from Wage to Compensation.
4. Section D. EXEMPT STATUS - Added section to the contract. This states that employee is not entitled to overtime compensation.
5. Remove Supervisor from the contract. Employees do not supervise any staff. In the previous contract, they were on a supervisor contract.

Behavior Systems Analyst and District Mental Health Coordinator

There were no changes to the one year and two-year compensation amounts for each Supervisor. In addition to grammatical, spelling, and formatting, changes also included:

1. Section A. TERM – Changed language in section to be consistent with other salaried staff.
2. Section D. EXEMPT STATUS - Added section to the contract. This states that employee is not entitled to overtime compensation.
3. Corrected job title from District Mental Health Supervisor to District Mental Health Coordinator.
4. Remove Supervisor from the contract. Employees do not supervise any staff. In the previous contract, they were on a supervisor contract.

Supervisor

There were no changes to the two-year compensation amounts for each Supervisor. In addition to grammatical, spelling, and formatting, changes also included:

1. Added an opening paragraph to include employee's name and duration of contract. This would be consistent with other salaried employee contracts and previous contract.
2. Section A. TERM – Changed language in section to be consistent with other salaried staff.
3. Section C. OMPENSATION – Changed the section title from Wage to Compensation.
4. Section D. EXEMPT STATUS - Added section to the contract. This states that employee is not entitled to overtime compensation.
5. Section H. DISABILITY OR INCAPACITY – Added section to the contract. This is consistent with previous contract and other salaried employees' contract.
6. Section I. TENURE - Added section to the contract. This is consistent with previous contract and other salaried employees' contract.
7. Remove On Call Duty section. This is inconsistent with previous contract.
8. Remove Emergency School Closing section. This is inconsistent with previous contract.
9. Section S. INSURANCE CARRIERS - Added section to the contract. This is consistent with previous contract and other salaried employees' contract. This section was inadvertently left out.
10. Section AA. LIMITATION – Changed title from Governing Law to Limitations and beefed up the language to make it consistent in salaried contracts.