



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

DATE OF MEETING: July 7, 2015

TITLE: Study of Revisions to Section G (Personnel) of the Governing Board Policy System, Developed through the Meet and Confer Process, to Include:

**GCCG (Professional Staff Voluntary Transfer of Accrued Sick Leave)
GCK-R (Professional Staff Assignments and Transfers)
GCP-R (Professional Staff Promotions)
GCQFA-R (Discipline, Suspension, and Dismissal of Professional Staff Members)
GDCG (Support Staff Voluntary Transfer of Accrued Sick Leave)
GDP and GDP-R (Support Staff Promotions and Reclassification)
GDQD-R (Discipline, Suspension and Dismissal of Support Staff Members)
New Proposed Policy to be Coded in NSBA System: Support Staff as Substitutes**

BACKGROUND:

During the fall and spring of the 2014-2015 school year, representatives of the Amphitheater Education Association and the District Administration 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 this 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.

Several proposed changes are presented:

**GCCG (Professional Staff Voluntary Transfer of Accrued Sick Leave)
GDCG (Support Staff Voluntary Transfer of Accrued Sick Leave)**

These policies have been revised to clarify that the ability to use donated sick leave no longer ends when a recipient returns to work. Further, an employee may request sick leave donations as long as he/she is under a physician's care for the underlying condition.

GCK-R (Professional Staff Assignments and Transfers)

Several revisions to this policy regulation are proposed, including that:

- Staff notification of an academic year vacancy is no longer optional for a principal; notification timeline is revised from three (3) working days to no later than the positions' official posting date.
- Internal applicants for an open vacancy are required to submit an updated application when seeking a transfer or a promotion.

- Interview opportunities for a teacher’s voluntary transfer will be provided to the top two (from five) teachers with the highest District seniority.
- Regulation language has been revised to:
 - “Encourage” hiring administrators to interview additional transfer applicants. Previously, the administrators had “the option to” interview.
 - Direct teacher transfer interviews be scheduled outside of normal teaching hours; alternatively, release time will be provided.
 - Delete the requirement that three reasonable attempts to contact a transfer applicant for an interview be documented.
 - Remove the requirement that a minimum of twenty-five percent (25%) of a new school’s staffing will be voluntarily transferred teachers.
- And finally, revisions to the regulation change the following timelines:
 - June 1 to May 1 – date for teachers to submit a transfer request for specific positions that become available after February 1 of that year, unless otherwise provided.
 - July 1-15 to May 1-15 - Approval timeline of a teacher’s voluntary transfer (providing the relinquishing principal agrees to the transfer).
 - May 15 to February 1 – Date that the Human Resources Department must receive all exchange requests/proposals.
 - July 15 to April 15 – Date that all intra-District exchanges will be finalized.

GCP-R (Professional Staff Promotions)

This policy has been revised to change the location of the posting of promotional position vacancies from “in every school” to the District’s website. Also removed is the outdated requirement to submit vacancy applications to the Superintendent or site administrator.

GCQFA-R (Discipline, Suspension, and Dismissal of Professional Staff Members: Procedures for Employee's Appeal of a Letter of Reprimand)

GDQD-R (Discipline, Suspension and Dismissal of Support Staff Members)

Added to these policy regulations is language that, in considering a staff member’s disciplinary appeal, the Superintendent may appoint a designee to decide the appeal. In that situation, the Superintendent shall consider the extent to which, if any, that designee was involved in the disciplinary process that resulted in the letter of reprimand.

GDP (Support Staff Promotions and Reclassification)

This policy has been revised to remove the:

- Requirement for promotional, new and salary differential positions to be initially advertised within a site/department only.
- Requirement to interview the five (5) most senior support staff employees for promotion or transfer.
- Reference to affirmative action program (which no longer exists).

GDP-R (Support Staff Promotions and Reclassification)

Revisions to this policy regulation include:

- When a vacancy occurs in a site/department, the hiring supervisor may fill the vacancy with a current staff member;
- Requirements that:
 - The supervisor must notify all staff in that site/department of the vacancy no later than the vacancy's official posting date. Otherwise, all openings shall be publicized in every site/department.
 - The two (2) qualified support staff employees with the highest District seniority, who have completed their probationary periods, shall be granted interviews for promotion or transfer; hiring supervisors are also encouraged to interview additional transfer applicants.
 - All employees seeking promotional or transfer opportunities must:
 - apply through the Human Resources Department;
 - submit an updated application;
 - have been in current job position for 4 months with a satisfactory rating (this may be waived); and
 - have completed their 4 month probationary period (this may be waived).
 - Pay will remain unchanged, absent specific conditions, regardless of whether the new position is a promotion or transfer.
- Revises policy language to direct interviews be scheduled outside of normal working hours; alternatively, release time will be provided.
- Removes requirement:
 - For supervisors to first consider qualified employees within their own sites/departments for vacancies or promotions before seeking outside applicants.
 - That district applicants will be given first opportunity to interview over non-district applicants
 - To notify non-selected candidates verbally with written follow-up by the Human Resources Department

HD (Meet and Confer Procedures)

The combined committees (professional and support) also worked on this policy regarding the procedures for meet and confer to provide clarity on the meaning of previously existing language and make specific allowance for the regular practice of combining both the certificated and support staff committees when issues of common policy are being considered.

New Proposed Policy: Support Staff as Substitutes

This new proposed policy recognizes that vacancies or absences in support staff positions can compromise district operations. While always preferred, the availability of a substitute is not guaranteed. Therefore, if a substitute is unavailable, this policy would permit a support staff position vacancy or absence to be temporarily filled by an existing staff member. The policy further directs that principals/supervisors proactively prepare a coverage plan for a support staff position vacancy/absence and sets forth plan inclusions and include affected staff representatives in doing so.

RECOMMENDATION: This item is presented for the Board’s initial study of these policy revision matters, in accordance with District policy which generally requires two reviews of policy changes absent a need for urgent exception – not present here. This item will be presented at a later meeting for adoption.

Finally, appreciation is expressed to the members of the meet and confer teams who spent many hours together pursuing the resolution of issues of concern through a positive, interest-based approach. Those team members were:


For the Amphitheater Education Association:

John Fife
Lisa Millerd
Robert Wacker
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For the District:

Todd Jaeger
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Mike Bejarano
Jim Burns
Roseanne Lopez
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INITIATED BY:



Todd A. Jaeger, Associate to the Superintendent

Date: June 30, 2015



Patrick Nelson, Superintendent