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**Board of Education**

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**ACTION**

**TITLE:** Consider Certified Personnel Policy Changes for Second Reading

**DATE:** June 25, 2018

**RESPONSIBLE ADMINISTRATOR:** Gordon Floyd  
Deputy Superintendent

**BACKGROUND/CONSIDERATIONS:**

The administration and the Fort Smith Classroom Teachers Association have met to consider personnel policy updates for the 2018-2019 school year. The negotiating teams have agreed to changes in the following three policies:

**GCBDDBA - SICK LEAVE.** Under some circumstances employees who leave the district qualify for payment of unused sick leave. In order to maintain a proper account of the disbursement the departing employee has had to make a formal application for the payment. Updated payroll procedures now allow for automatic disbursement of the severance payment to qualifying individuals thus rendering the formal application superfluous. This policy change eliminates the application requirement. The change also strikes some outdated language regarding effective dates of prior policy modifications.

**GCBE – VACATION.** Twelve month employees do not follow the school holiday calendar. They work most school holidays but earn vacation days to be used during the course of the year. This revision does not change the substance of our vacation policy. It neither increases nor decreases the vacation time earned. It simply clarifies how the leave is calculated and applied to an employee's account. This calculation most often comes into play when an employee is hired after July 1, the beginning of our payroll year, or leaves before June 30.

**GCQI – DISRUPTIVE STUDENT BEHAVIOR.** The current policy lists discipline procedures which are in accordance with state law. However, the law sometimes changes. While any change in the law would take precedence of our policy, it causes confusion when the law and policy conflict. This modification reflected here provides a statement of commitment to the maintenance of a positive classroom environment within the framework of law, policy, and regulations.

These policy changes must be approved by the Board in two separate readings. By law, they will take effect on July 1 following final approval.

**RECOMMENDATION:**

The administration recommends that the Board approve on second reading changes to policies GCBDDBA - SICK LEAVE, GCBE – VACATION, and GCQI – DISRUPTIVE STUDENT BEHAVIOR.

**If the Board agrees, the motion would read:**

**“Move to approve on second reading the certified personnel policies as presented.”**