

Parkview School District

106 W. Church Street – P.O. Box 250
Orfordville, WI 53576

**BOARD OF EDUCATION
EMPLOYEE HANDBOOK COMMITTEE MEETING
WEDNESDAY, JANUARY 25, 2012
PARKVIEW JR/SR HIGH SCHOOL – Little Theater**

Minutes

Committee Members Present: Ed Bell, Elizabeth Brockwell, Troy Knudson,

Others Present: Jeff Lund, Steve Lutzke, Pat Miller, Elicia Cormican, Wendy Cramer, Maureen Kearney

1. MEETING CALLED TO ORDER

5:30 P.M.

2. DEVELOP A DRAFT EMPLOYEE HANDBOOK

- The section titled “Holidays” on page 26 of Draft #5 was changed to match the language in the AFSCME contract
- The proposed changes to the section titled “Annualized Payroll” on page 30-31 of Draft #5 were accepted
- The section titled “Sick Leave Earned” on page 33 of Draft #5 was amended to match the language in the PSEA contract for teachers and in the AFSCME contract for classified staff
- The proposed changes to the section titled “Accumulation of Leave” on page 33-34 of Draft #5 were accepted
- The proposed changes to the section titled “Leave Incentive” on page 34 of Draft #5 were accepted
- The proposed changes to the section titled “Leave Beyond 960 hours” and “Death Benefit” on page 34 of Draft #5 were accepted
- The proposed changes to the section titled “Personal Leave Days” on page 37 of Draft #5 were accepted
- The committee recommended removing the sentence “An employee may be held to the previous year’s step and/or may be frozen at his/her previous year’s wage rate for unsatisfactory performance” from the section titled “Salary Step Movement after First Year of Employment” on page 41 of Draft #5.
- The committee recommended changing the section titled “Salary Adjustment” to be consistent with the language in the PSEA Master Agreement on page 42 of Draft #5.
- The proposed changes to the section titled “Early Retirement” on page 45-47 of Draft #5 were accepted
- The proposed changes to the section titled “Extra Duty Assignments” on page 49 of Draft #5 were accepted

3. SET DATE AND TIME FOR NEXT EMPLOYEE HANDBOOK COMMITTEE MEETING

Thursday, February 9 at 5:00 P.M. in the Little Theater

4. ADJOURN

7:42 P.M.