

# Parkview School District

106 W. Church Street – P.O. Box 250  
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**BOARD OF EDUCATION  
EMPLOYEE HANDBOOK COMMITTEE MEETING  
MONDAY, APRIL 16, 2012  
PARKVIEW JR/SR HIGH SCHOOL – Little Theater**

## **Minutes**

**Present:** Elizabeth Brockwell, Troy Knudson,

**Absent:** Ed Bell

**Others Present:** Nancy Carlson, Elicia Cormican, Deb Fox, Diane Holtz, Jeff Lund,  
Steve Lutzke, Jamie McSherry, Pat Miller, Ed Sadlowski

1.0 MEETING CALLED TO ORDER - 5:02 P.M.

2.0 REVIEW FEEDBACK FROM EMPLOYEE UNIONS REGARDING THE  
DRAFT EMPLOYEE

The following areas of the handbook were discussed

### **Page 1: Acknowledgement of Receipt of Handbook**

Paragraph 1: PSEA expressed concern about the statement “without prior notice.”

Lutzke explained that changes to policy generally go through the policy committee and two board meetings before being approved and then new policies are e-mailed to all staff.

Knudson asked Lutzke to check with counsel on the implications of removing that statement.

Paragraph 2: PSEA and AFSCME expressed concern with “at will” and requested that “just cause” remain the standard.

Knudson asked Lutzke to get clarification on the differences between “at will” and “just cause.”

### **Page 6: Preamble**

Disclaimer: PSEA expressed concern about the statement “without prior notice.” Lutzke explained that changes to policy generally go through the policy committee and two board meetings before being approved and then new policies are e-mailed to all staff.

Knudson asked Lutzke to check with counsel on the implications of removing that statement.

## **Page 8: General Conditions of Employment**

Requirement to Remain Current: PSEA expressed concern over the lack of specificity and whether this clause meant that they could be required to come in at any hour of the day, any day of the week to do any job assigned.

Lutzke explained that administration would be judicious in requiring employees to come in at other times and gave an example of requiring employees to come in for summer inservice as an example.

Patrick Miller used the example of requiring an employee with expertise in an area to conduct an inservice during a delayed start as an example.

**The Board committee agreed to remove the statement “and to the community as a valuable resource.”**

Outside Employment: PSEA and AFSCME expressed significant concern about having to gain approval from administration in order to have a job outside the district.

Knudson shared that he wanted to be able to advise an employee prior to the individual taking a job that conflicted with the mission or values of the district. Knudson stated that he wasn't interested in removing or modifying this section.

## **Page 9: Discipline, Termination & Non-Renewal**

Legal Authority: PSEA asked whether the employee will be aware of any discipline, given a chance to amend the problems or improve performance, and will there be a written process that will be followed, such as a three step process. Will there be a plan of improvement?

Lutzke explained that employees would be aware of any discipline that was administered and that there would be a process for amending problems when they were minor or based on performance. Lutzke added that for serious issues or misconduct it may lead directly to termination. Lutzke also explained that employee discipline was covered under the grievance policy.

## **Page 10: Grievance Procedure**

Paragraph 1: PSEA questioned whether an employee should be able to grieve any portion of the handbook.

Lutzke explained that state law defines that employee discipline and workplace safety are the only issues that may be grieved.

Level Two-Paragraph 1: PSEA asked who would be the impartial hearing officer.

Lutzke explained that it would be someone selected by the Board and would usually be an attorney for serious issues but could be a superintendent from another district or someone who specializes as a hearing officer.

Sadlowski recommended we use the WERC as they are very reasonably priced.

Level Three-Paragraph 1-5: PSEA expressed concern about the Board being able to over rule the impartial hearing officer.

Lutzke explained that the process as defined is as directed by state law.

#### **Page 14: Employee Hours/Workday**

Normal Hours of Work: PSEA expressed concern over the statement, "The actual workday shall be established by the board of education."

Lutzke explained that the plan is to annually provide a letter of employment prior to the start of the new school year that defines the employee's assignment, hours of work, prep time, and any other pertinent information related to working conditions.

**The Board committee agreed to add the following statement: "For certified staff, the hours, start and end time, assignment and prep time will be provided to the employee prior to the start of the new school year. Every effort will be made to provide this information prior to the end of the previous school year."**

Prep Time: PSEA expressed concern over the absence of language related to prep time.

The Board committee agreed to add the following statement: Pre-K-12 teachers will be given at least 225 minutes of prep time per week.

AFSCME asked for clarification about the terms Certified Employee, Non-Certified Employee, Classified Employee and Non-Exempt Employee

**The Board committee decided to use the term Certified Employee to refer to teachers and counselors and classified staff to refer to instructional assistants, secretaries, food service, bus drivers, custodians and maintenance.**

AFSCME expressed concern over the issue of lunch periods and break time

**The Board committee agreed to keep the break time and lunch periods similar to current practice.**

#### Administratively Called Meetings

Paragraph 1: PSEA requested that language be added to clarify that some minimum notice be given regarding meetings.

The Board committee agreed to change the language as follows: The administration shall attempt to provide at least 24 hours notice, unless an emergency exists, of all such meetings.

Paragraph 1: PSEA expressed concern regarding the statement that no additional remuneration will be provided for attending these meetings.

Lutzke stated that there were no plans to begin paying teachers to attend meetings that were part of their job responsibility.

Paragraph 2: PSEA expressed concern about the statement that employees will not receive additional compensation for attending meetings such as IEP meetings. PSEA asked to have some parameters placed on the scheduling of these events.

**The Board committee agreed to change the language as follows: “Generally, meetings will be scheduled at least 24 hours in advance, won’t be more than an hour in duration and will be scheduled as close to the start or end of the school day as possible. Emergency or time sensitive situations or complicated issues are examples of when these parameters may need to be modified.”**

Page 15: Attendance at School Events: PSEA asked for clarification regarding the statement that certified employees will have to attend all mandatory administratively required events.

Lutzke shared that the types of events that will be mandatory are events such as open house, parent-teacher conferences, elementary music events, etc. Events that are normally paid positions such as supervisor, chaperones, ticket takers, etc. will generally not be mandatory unless a person is assigned due to a lack of volunteers.

**The Board Committee agreed to add the following language: “Mandatory events and the date/time of the events will be identified in advance.”**

Page 15: Consultation with Parents: PSEA expressed concern over having “home visits” on the list and asked to add “e-mail.”

**The Board Committee agreed to revise the language by deleting “home visitations” and add “e-mail.”**

Page 16: School Calendar: PSEA requested that administration provide options to teachers and allow them to vote on a calendar.

Lutzke stated that they were asked for input this year and he received seven responses of which six were incorporated into the calendar. He stated that the process would be revisited before making the calendar next year but advised that when given the chance to provide input the employees need to respond.

## **Page 17: Employee Supervision and Evaluation**

Personnel Files: PSEA questioned whether an employee has a right to add to their file without permission and whether employees would be notified when something was added to their file. PSEA also requested that a statement be added that there would be no reprisal against an employee for inspecting their file.

Lutzke stated that the district administrator is the custodian of the personnel files and has to authorize everything that goes into or out of the file. Lutzke stated that an employee always has the right to provide a rebuttal to anything in his/her file. Lutzke also stated that he was offended by the request to add a statement about prohibiting reprisal against an employee for looking at his/her file.

### **Page 18: Employee Assignments, Vacancies, Transfers & Probation**

Letter of Intent- AFSCME expressed concern that there wasn't any language related to issuing a letter of intent to classified employees to provide reassurance of employment for the following school year.

**The Board committee agreed to add language that a letter of intent would be provided to employees before the end of the current school year about employment for the following school.**

### **Page 18: Pay Periods**

Annualized Payroll: PSEA questioned whether the number of pay periods should be "24" instead of "26" as stated in the document.

**The Board committee agreed that the number of pay periods should be 24.**

### **Page 19: Worker's Compensation**

Leave Beyond 960 hours: PSEA asked whether employees that currently have more than 960 hours of accrued leave will be allowed to keep it.

Knudson asked Pat Miller to calculate the cost of increasing the unused sick leave incentive to ½ of an employee's daily salary per accrued day.

Emergency Leave: PSEA asked to have the list of family that is included in family leave to be changed to "blood relative or related by marriage."

Knudson stated that the purpose of allowing three days for the specific members listed in family leave is because the employee may have a significant role in the funeral planning, estate settlement, etc. He stated that if another family member passed away, one day would be provided to attend the funeral.

Lutzke stated that language is included that allows the employee to request additional days if an extenuating situation exists.

Unauthorized Leave: PSEA asked what would happen if an employee was unable to contact the district administrator.

Lutzke and Knudson stated that each situation would be reviewed based on the circumstances.

## **Page 25: Compensation and Expense Reimbursement**

Substitute Pay: PSEA asked if there is a difference between “assigning” or “volunteering” to sub. PSEA also asked if the rate of pay could be changed to an amount for a class period because a class period is not an hour in length.

Lutzke and Miller stated that the business office was able to quickly and easily compute sub pay using the method in the handbook.

**The Board committee agreed to add the phrase “or volunteering” to the statement.**

## **Page 29: Athletic and Activity Assignments**

Extra-Duty Assignments: PSEA asked if high school teachers should have been included in the opening sentence of this section. PSEA also questioned whether volunteering is the same as being assigned.

**The Board committee agreed to add the phrase “/High School” and “or volunteering”.**

### 3.0 SET DATE AND TIME FOR NEXT POLICY COMMITTEE MEETING

The next meeting was set for May 7 at 5:00 P.M. in the Little Theater at Parkview High School

4.0 ADJOURN - The meeting was adjourned at 8:32 P.M.