

Parkview School District

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

BOARD OF EDUCATION EMPLOYEE HANDBOOK COMMITTEE MEETING

MONDAY, June 4, 2012
5:15 p.m.

PARKVIEW JR/SR HIGH SCHOOL – Little Theater

Present: Troy Knudson, Elizabeth Brockwell, Chuck Hagmann

Others Present: Steve Lutzke, Pat Miller, Jeff Lund, Deb Fox, Elicia Cormican, Terri Terrill, Jamie McSherry, Diane Holtz, Marge Sharp, Ed Sadlowski, & Jim Millard.

- 1.0 MEETING CALLED TO ORDER: By Troy Knudson at 5:15 p.m.
- 2.0 REVIEW FEEDBACK FROM EMPLOYEE UNIONS REGARDING THE DRAFT EMPLOYEE HANDBOOK: Steve Lutzke reviewed the minutes of the previous Handbook Committee meeting held on April 16, 2012. The new minutes for the June 4, 2012 meeting will reflect a section by section review with some discussion included, but is not meant to be a verbatim quote of that meeting.

Page 1: Acknowledge the Receipt of Handbook _ Para 1: Steve Lutzke had contacted the School District's Legal Advisor regarding the "without prior notice" verbiage in the text, and it was suggested that we follow the standing District policy, or provide two readings (60 days notice) prior to a change.

Page 1: Acknowledge the Receipt of Handbook _ Para 2: Steve Lutzke clarified that the Legal Advisor had stated that with "at will" employment, the **employee** must provide evidence of discrimination, while with "just cause" employment, the **employer** must provide evidence for actions, or charges of discrimination.

Pages 2, 3 and 4: Table of Contents sheets - no changes.

Page 5: Para 2: verbiage change The District reserves the right to...in whole or in part, ~~at any time with or without notice~~ in accordance with District policy.

Pages 6, 7: – no changes.

Page 8: Para 3: Requirement to Remain Current_ a statement was added to the end. If an employee is directed to attend a job related professional development activity or training during the summer months, a stipend will be provided. Deb Fox questioned if the amount of compensation will be stated?

Steve Lutzke replied “Yes.” A ‘general amount’ would be noted for these activities. The presenter would receive more ‘stipend’ than an attendee would receive, and that this would not be a salary level compensation.

Page 8: Para 4: Outside Employment_ Following a discussion about what types of ‘outside employment’ might be appropriate for District employees during the summer months, and relating that the teachers deserve the respect of being professional adults about what is reported, the paragraph for ‘Outside Employment’ was struck from the Handbook.

Pages 9, 10, 11, and 12: - no changes. Some discussion followed about ‘just cause’ and the employer providing a reason for an employee termination. Steve Lutzke stated that an employee would be “investigated”, not just let go. Deb Fox gave an example of a former employee being “escorted out” of the building without prior notice. Steve Lutzke replied that it must have happened before his time here at Parkview. The Teachers agreed that they want ‘just cause’ like the Administrators.

Page 13: Overtime Hours_ a statement was added to the end. Classified employees that are directed to work on Saturday will be paid at time and one-half and if directed to work on Sunday will be paid double time. It was clarified that this does not apply to Bus Drivers, as they are contracted through Kobussen, not the District. Jeff Lund clarified that maintenance worker winter hours (November thru March) are straight pay at 40 hours per week, and that overtime is paid after an eight hour shift (if required) unless the employee is scheduled for four ten hour days in lieu of five eight hour days. To cover weekends, an employee would be scheduled for time off during the week. This policy has worked for the last here years, and he did not see any reason to change at his time.

Pages 14 and 15: - no changes.

Page 16: Para 5: verbiage change Use of vacation...An Employee can carry over ~~up to seven days~~ vacation into the following year with prior approval...

Page 16: Section 7: Employee Supervision and Evaluation: - Discussion followed concerning the length of time between evaluations for Certified Employees. It was suggested by Elizabeth Brockwell that perhaps annual evaluations would be more timely, to provide acknowledgements or give new directions rather than once every three years. It was agreed that new direction (guidance) usually comes as needed, but that more frequent evaluations could provide input sooner then later.

Page 17: Para 1: From the section on the bottom of page 16 ‘Personnel Files’_ a statement was added to the end. An employee has the right to include a rebuttal to any documents placed in his/her personnel file within ten days of the placement.

Page 18: Annualized Payroll: verbiage change Teachers may also elect to have their pay calculated over ~~26~~ 24 pay periods beginning September 5th...

Page 19: - no change.

Page 20: Accumulation of Leave: _ a statement was added to the end. Employees in excess of 960 hours as of July 1 will retain the hours. As hours are used, the lower total will become the maximum until the employee arrives at 960 hours. Pat Miller clarified that there are currently ten employees with over 960 hours. The

current rate of compensation is \$2.50 per hour. This represents a \$6,000.00 increase to the budget. Deb Fox asked what would be the cost if sub-teacher pay was added to the cost of teachers being off. Discussion followed about trying to adjust down to try and encourage people to work when able, and take time off when not able to work. It was suggested that the Finance Committee might look into this issue. Hours earned after July 1, 2012 are 'grandfathered' to the 960 hour (120 days) max level. A discussion followed about a 'cap' at the current level of 13 days per year. Hours could be sold back at a rate of \$2.50 per hour (\$20.00 per day) of unused sick time. Steve Lutzke is to write up a clarifying statement for the issue of hours. It was noted that staff members or employees who quit their employment do not get the option to sell back unused hours. This 'sell back' only applies to persons who retire from their employment within the District.

Pages 21, 22, 23, and 24: - no changes.

Page 25: Hospital and Dental Insurance: _ a statement was added. Annually, the District will notify employees as to whether they qualify for health and dental insurance as well as the plan design and required employee premium contributions.
Page 25: Life Insurance: _ a statement was added. Annually, the District will notify employees as to whether they qualify for life insurance as well as the required employee premium contributions.

- 3.0 REVIEW/REVISE DRAFT EMPLOYEE HANDBOOK: Noted revisions to be included into the new draft of the Employee Handbook and presented to the Board of Education at their next regularly scheduled meeting for a first reading.
- 4.0 SET DATE AND TIME FOR NEXT EMPLOYEE HANDBOOK COMMITTEE MEETING: TBD No immediate requirements at this time.
- 5.0 ADJOURN: Meeting was adjourned at 7:27 p.m.

Respectfully submitted by:

Chuck Hagmann
B.O.E. Clerk