

DRAFT for DISCUSSION

Proposed Development of Employee Handbook

Board establishes the **working group(s), process and timeline**. Board VOTES.

Working Group – known from here forward as the **Oversight Group**

- Superintendent (chair)
- 1 member from each bargaining unit (6-7)
- = # administrators including 3 building principals (one from each level) and rest from Doyle
- 2 Board members (rotating) can observe but not participate

Advisory Sub-Groups

- One sub-group per current employee bargaining unit (6-7)
- Membership
 - 2-3 employees
 - 2-3 administrators

Process

1. Survey of all Staff.
2. Administration informs Board and Oversight Group of:
 - a. What legally has to change for the handbook (i.e., grievance procedure, evals, etc.)
 - b. What they are recommending not be changed
 - c. What they are recommending should be changed

This information should be made public before the meeting so the public/staff can provide comment. Board VOTES.

3. Board refers items that need to change to the affected sub-groups. Advisory Sub-Groups will only deal with issues affecting the specific sub-group.
4. Oversight Group simultaneously works on language that will be common to all bargaining groups.
5. Advisory Sub-Groups meet, discuss and agree upon language where possible and then hold a public hearing on the agreed-upon language and also any unresolved issues. After one more attempt to resolve the unresolved issues, the proposal (including resolved and unresolved issues) is sent to the Oversight Group. The Oversight Group may:
 - a. Accept the report and send to Board for final decision (i.e., accept agreed-upon language; make final decision on unresolved issues)

- b. Consider unresolved issues; make suggestions to sub-group whereupon the Advisory Sub-Group makes a final attempt to resolve issues. Their decision is then forwarded to the Board for a decision.
6. Board has final say and will be the final decision-maker for any issue not resolved by the Oversight Group and/or Advisory Sub-Groups.

Proposed Timeline

September 12, 2012	Board approves Plan and Timeline.
September 13-23, 2012	Survey of all Staff.
September 24-28, 2012	Analyze survey input.
October 1, 2012	Administration has reported items listed in #1 of Process above; Board votes.
October 12, 2012	Oversight group and Advisory Sub-Groups have been organized and have met at least once.
October 29, 2012	Oversight Group provides status report to the Board; every two weeks thereafter a written status report will be provided to the Board. The reports should include dates of meetings and issues discussed/resolved.
November 12, 2012	All agreed upon issues from each Advisory Sub-Group and confirmed by the Oversight Group will be made public.
November 30, 2012	All unresolved issues will have been reviewed by the Oversight Group and returned, with comments where appropriate, to the Advisory Sub-Groups for further consideration.
January 7, 2013	Oversight Group receives unresolved issues from Advisory Sub-Groups and begins final deliberations.
February 1, 2013	Final report from oversight Group delivered to the Board.

- The timeline is intended to be flexible.
- The Advisory Sub-Groups and the Board will schedule public hearings, in a timely fashion, to assure full knowledge by staff, parents and public.
- The Oversight Group and the Advisory Sub-Groups will set their own meeting schedules and provide appropriate public notice in order to meet the adopted timeline.