

# SREA MINUTES

June 7, 2018 Begin Meeting @ 4:06 PM

Cindy Wallace, Bill Vincent, Rachael Archangel, Ashley Flowers, Suzi Godwin, Barbara Scott, Christy Baggett, Kim McChensey, Dawn Stone, Michele Barlow

Sign in sheet (David Gunter)

**BV/SREA:** Informal setting for these meetings, I think this is the best way to deal with the volume of material and address concerns at this time.

## PROPOSAL 3

C. Telephone facilities shall be made available to employees for school business.

**BV/SREA:** Telephone facilities what is the definition of privacy?

**DG/SRC:** Typically, each facility has a designated area/workspace for employees to use for this purpose which is away from a common area. SRC will consider language from SREA to clarify if needed.

D. Faculty meetings in each school may be scheduled as necessary by the principal at his/her discretion. Such meetings shall be as brief and well planned as possible and should not exceed one hour in length. The Association president, his/her designee and/or Association building representative shall be given an opportunity at the conclusion of each building faculty meeting to present brief reports and announcements. After the principal concludes their presentation, attendance shall be voluntary.

**BV/SREA:** FLSA issue after work hours possible comp time for meetings that run over the work day. What about meetings that occur during lunch time? Need to define time during break time, emergency meetings, when called in for additional meetings.

**DG/SRC:** Comp time is approved and awarded by the administration at each school site. When employees are asked to work over their contracted time, they earn comp time. A "log" is maintained in the administrator's office. The employee may request to use comp time. This earned time must be used before actual leave time is used.

E. The Board shall, depending on funds available, continue to provide a professional reference library at the district media center.

**BV/SREA:** Professional Reference Library district Facility?

**DG/SRC:** Not one single location in the District or specific to positions. Maintained school by school, language is a continuation of previous contract and is old language. SRC will consider language concerning prof. development materials proposed by SREA.

F. The Board shall continue to provide in each school, depending on funds available, a computer and copying facilities for employees to use in the preparation of instructional materials.

**BV/SREA:** Employee computer vs student computer, concern about log on / log off dedicated to employee

**DG/SRC:** Employees should be using Single Sign On/Class Link to access their needed files and applications. School sites typically have designated stations for employees to use for access.

J. Equitable Duty-The principal will be responsible for seeing that duties are fair, equally weighted, and equitable.

**BV/SREA:** Equitable Duty Terms / Conditions

**DG/SRC:** Most all paras have duties; cafeteria, hallway, bus ramp, etc.

## **PROPOSAL 4**

### Teacher Assistant vs Paraprofessional

**BV/SREA:** Questions about existing chart for 10 month employees ESP, add language for ed. support to follow the instructional calendar, 196 day calendar vs 198 day calendar.

**DG/SRC:** Language can be updated to reflect current position titles. Calendar for 12 month vs 10 month employees are available online; DG will provide calendar to SREA. Number of contract days reflect the actual number of days worked paid days off may vary on 12 vs. 10 month employees.

2. Part-time non-exempt employees are expected to work their assigned hours unless absence from work is authorized. Non-exempt employees who work over 40 hours in a work week shall, at the option of the Board, **be receive either** overtime wages or compensatory time for the overtime worked. Compensatory time shall be exhausted by the non-exempt employee before paid leave can be taken. The maximum amount of compensatory time which may be awarded and accrued is 40 hours. A non-exempt employee who has accrued compensatory time and requests the use of the time will be permitted to use the time off within a reasonable period after making the request as long as it does not unduly disrupt operations.

**BV/SREA:** Typo “be received either”

**DG/SRC:** SRC will address typo.

### 5. Employee’s Authority and Protection

**BV/SREA:** Uncomfortable with language, EBD duty/supervising this should be the primary responsibility for the teacher of record.

**DG/SRC:** ESP responsibilities dependent upon the position. Some positions require more responsibilities than others. Academic or student supervision vs physical needs for ESE, etc. Sometimes the ESP will be the one directly in charge of students and a teacher would not be present.

b. Any battery upon an employee during the employee’s performance of school duties shall be promptly reported to the principal or the designated

representative and to law enforcement. Zero tolerance of violence against all employees shall be strictly enforced.

**BV/SREA:** Designated representative? Needs to be defined, AP? Intern? Dean? Designated school staff? Clean up more constant.

**DG/SRC:** SRC will review language and will consider an SREA revision if submitted.

c. Anyone who has a complaint about a Board employee may submit his or her complaint to the Superintendent, an Assistant Superintendent, appropriate Director, or another administrator. The complainant must identify him or herself and submit the complaint in writing if possible. The administration will take written notes of the specific information and investigate or forward to another appropriate administrator for investigation.

**BV/SREA:** Would like to see language protecting of someone making a complaint, protection.

**DG/SRC:** SRC will consider language if proposed by SREA to address their concern.

d. An employee's e-mail and Internet access privileges are always open to public review. Anytime an employee's e-mail or Internet cache is judged to be questionable by the employee's immediate supervisor, (or administrative designee), the employee's access and associated files shall subject to the review of computer information. During the review process all attempts will be made to minimize embarrassment to the employee.

**BV/SRERA:** Clarification: district email

**DG/SRC:** Language can added to state district email not personal email but employees need to be aware if they mingle the two it potentially opens up access to their personal.

## **PROPOSAL 6**

### Transfers and Reassignments

#### B. 1. Voluntary Transfers:

Employees desiring a transfer from one job site to another shall submit a Transfer Request Form to the administration at the location(s) to which they wish to transfer. Employees who desire a transfer shall discuss transfer with their present administrator before filing an application. Transfer forms shall be valid from the opening of the transfer period in the prior last nine weeks of a school year through September 30, **2018**. Anyone who has not received a transfer by that date will have to file new application(s).

B. 3. When a vacancy occurs, an administrator shall interview all employees who are on their transfer list for that vacancy unless an employee was previously interviewed for a similar position within the last twelve (12) months. In that case the administrator may re-interview the applicant but is not required to do so.

**BV/SREA:** Is this specific to the school site employee has the interview to use the same previous interview or to request another updated interview.

**DG/SRC:** SRC will update the year reference. Vacancies are posted on the district site and employees may apply for those they are interested in.

#### C. Involuntary transfers

1. In cases where the situation calling for the transfer of an employee cannot be resolved with a voluntary transfer, the the Board may make an involuntary transfer based upon the the following criteria:

Remove a. certification

b., c., d.-deciding factors are not Ranked in that order

example of why they are not ranked could be a unit/position attached to a specific student and

could be limited term; ex. 1:1 ESE student limited term provision

**POSTING:**

**BV/SREA:** Opportunity to apply 10 day transfer period, do admins hire immediately if they find someone. Can there be an advertisement email to notify of the open window. How does this work with opening a new school/

**DG/SRC:** Email notification is in place to announce transfer period opening. When opening new schools there is advertising new positions; typically administration asks about who wants to go?, who wants to stay? Process of assignment to work location may end up as an involuntary transfer (discussed earlier) if need of the District is not met at new or existing site. SRC will consider language about the process submitted by SREA if needed.

**PROPOSAL 7:**

Vacancies

D. Employees desiring to be informed of vacancies occurring during the summer months shall assume the responsibility of keeping themselves informed of such vacancies either through the schools, human resources office, or the Association.

**BV/SREA:** How are employees informed of vacancies? Are they posted on the Association Rights Section?

**DG/SRC:** Job descriptions found on line and accessible. Summer School advertisements during the advertisement window; there is a designated time for site admins to notify HR of summer vacancies. Posting process for Summer School vacancies is similar to all other postings.

**PROPOSAL 9:**

**BV/SREA:** Seems to be redundant Language; Stapled REVISED

**DG/SRC:** New updated copy provided by SRC due to Tax Law change; Remove B - covered in J

H. The Board will purchase a minimum of \$50,000 of group term life insurance on all regular employees who are employed **18.75** hours or more per

week. The Board will purchase an additional \$50,000 of group term life insurance for those employees who do not take the board group medical plan. The cost of this additional \$50,000 of life insurance may be considered as income to the employee for federal tax purposes (based on tax law at the time).

**DG/SRC:** Tax law 18.75 will be updated throughout Tax law issues

J. There will be a Joint-Insurance committee on which there will be equal representation of all employee groups (administrators, teachers, ESPs, blue collar, and exempt educational support). The educational support representatives will be appointed by the current SREA president/designee. The Joint-Insurance committee will review insurance plans on an annual basis and will issue a report with its recommendations (including a low option and a high option) for the upcoming school year to both the Administration and the Association by the last week of September each year. The annual review of insurance plans will begin no later than the first week of June each year. The multi-tier options shall include at least the following four plans; employee-single; employee and spouse, employee and dependent children, and employee-family.

**DG/SRC:** Redundant language removed by striking paragraph B. new Association Rep. will need to be identified to serve by SREA

### **PROPOSAL 10:**

Holidays and other Authorized activities:

B. Non-paid Holidays.

**DG/SRC:** Employees required to work on a non-paid holiday may be paid their regular salary on an hour for hour basis.

**SREA/BV:** Are there more holidays than what is listed? Seems to vary between 12 month and 10 month employees.

**DG/SRC:** District notified BV/SREA calendar is available on website. The ones listed are paid holidays and may vary based between 10 month and 12 month due to the actual number of days worked in the contract year.

B. 3. : If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; or if any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.

E: Employees in a non-pay status, during any portion of the last scheduled workday before a holiday, shall not be eligible to receive payment for such holiday.

1. Each site administrator may allow Employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:
  - a. An employee may not accumulate unused work breaks.
  - b. Work break time shall not be authorized for covering an employee's late arrival for duty or early departure from duty.

**BV/SREA:** Identify if these are morning / afternoon breaks? clarification language needed.

**DG/SRC:** Old Language and status quo from the previous contract ...will consider clarification submitted by SREA

**BV/SREA:** We have covered everything that SREA has reviewed to this point, the meeting has been productive. We hope to set up a schedule for more frequent sessions and SREA will be presenting proposals.

**DG/SRC:** move the meeting time up for the summer

**BV/SREA:** Next review session for SREA meeting will be June 19

**DG/SREA:** Next Negotiations Meeting will be scheduled for June 26 1-3 PM at the County office.

5:20 PM meeting adjourned.