

8.1 -- PERSONNEL POLICIES COMMITTEE CLASSIFIED

There shall be a Personnel Policies Committee for Classified Staff chosen annually during the first six weeks of school for the purpose of reviewing the District's Personnel Policies for Classified Staff and determining if additional policies or amendments to existing policies are needed. The committee shall make recommendations for additional policies or amendments to policies to the Board of Education during the year for which they are elected.

The Personnel Policies Committee for Classified Staff shall consist of one non-management representative from each of the following five classifications: (a) maintenance, operation and custodial staff, (b) transportation staff, (c) Child Nutrition staff, administrative assistant, secretarial, and clerical staff, and aids and paraprofessionals elected by secret ballot and a maximum of three administrators appointed by the Superintendent. No member of the committee may serve more than two consecutive one-year terms.

The first meeting of the Personnel Policies Committee for Classified Staff shall be held during the first quarter of the school year at which time the committee shall elect a chairperson and secretary, develop a calendar of meetings throughout the year. Minutes of the committee meetings shall be promptly reported, posted in the buildings of the District and submitted to the Superintendent for distribution to the Board.

Either the committee or the Board of Education may propose new Classified personnel policies or amendments to existing policies, provided that either party shall submit such proposals to the other party at least two weeks prior to presentation to the Board. Committee proposals shall be submitted to the Superintendent for distribution to the Board. The Superintendent shall be responsible for submitting Board proposals to the committee.

The Board of Education shall have authority to adopt, reject, or refer back to the committee any proposal submitted. After presentation to the Board, final action may be taken at the next regular meeting. The personnel policies of the school district in effect at the time a classified employee's contract is entered into or renewed shall be considered to be incorporated as terms of the contract and shall be binding upon both parties unless changed by mutual consent. Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. However, these amendments may take place immediately with mutual consent.

Election of classified representatives to the Personnel Policies Committee for Classified Staff shall be conducted according to the following guidelines:

1. The Election Committee (classified members of the Personnel Policies Committee for Classified the previous year) shall conduct the election by calling for nominations and allowing five working days for submission of the names of nominees.
2. A list of nominees shall be posted at least one week prior to the date of the

election. The election shall be conducted by mid-October.

3. Classified representatives shall be elected by a majority of votes cast by classified. (Classified staff includes all Classified except managers, directors and supervisors.)

4. Ballots shall be kept on file for at least six weeks following the election.