

Classified Personnel Policy Committee Minutes: February 18, 2020

Call to Order:

The meeting was called to order at 1:03 p.m.

Roll Call:

Present: Emry Chesterfield, Dr. Charles McNulty, Loria Bryant, Kameela Robinson. Absent with notice Curtis Johnson and Belinda Pearl. Absent Robin Luckadue.

1. Bookkeeper, Secretary/Registrar

Monica Bryant was in attendance. Dr. McNulty and Monica Bryant made a comment that the bookkeepers and clerical staff salaries be increased. Salary Schedule Information from three other Arkansas School District was passed out to the PPC by Loria Bryant to show salary comparison. Motion to increase salaries for bookkeepers, and clerical staff was made by Loria Bryant and seconded by Kameela Robinson. Motion passed.

2. Bereavement Days

Dr. McNulty discussed adding bereavement days to PCSSD leave. Dr. McNulty explained having five days of bereavement for immediate family. Information on bereavement leave from several other Arkansas school districts was passed out to the PPC.

Motion was made to add bereavement days to PCSSD leave by Kameela Robinson and seconded by Loria Bryant. Motion passed.

3. Personnel Record Page 28

Loria Bryant had concerns from a classified staff in regards to personnel records on page 28 in the Board Policies for Classified Staff. The policy states an employee may duplicate any material contained in the file without charge. The classified staff member concern is to add an additional statement to the personnel records policy, something like "once per year unless approve by the Assistant Superintendent for Human Resources. Dr. McNulty discussed with the PPC that an employee may request a copy of their personnel file once a month. If they need more than one copy per month they will need to get approval by the District's Superintendent.

Motion was made to add a statement to personnel records policy on page 28 of the Board Policies for Classified Staff that an employee may request a copy of their personnel file once a month. If they need more than one copy per month they will need to get approval by the District's Superintendent by Kameela Robinson. Motion was seconded by Loria Bryant. Motion passed.

4. Return of Contract Page 30

A discussion on return of contract policy listed on page thirty in the Board Policies for Classified Staff was brought to the PPC by Loria Bryant. The concern brought to the PPC is to take out part of the return of contract statement that state (for the following school year). The new return of contact policy statement will state an employee shall have thirty (30) days from the date of the receipt of his or her contract to return the contract, signed to the office of Human Resources. Motion was made to take out the part of the return of contract policy statement that state (for the following school year) and by Kameela Robinson. Motion was seconded by Loria Bryant. Motion passed.

5. Pay Periods Page 31

Tabled until the next PPC meeting.

6. Sick Leave

Cynthia Hines purposed a change of sick leave policy located on page fifty-five of the Board Policies for Classified Staff. The employee may use any or all of his/her sick leave for the following reasons, including but not limited to bereavement, maternity, personal or family illness, and personnel matters requiring immediate attention. Tabled until the next PPC meeting.