

EMPLOYEE RIGHTS AND PRIVILEGES
PERSONNEL-MANAGEMENT RELATIONS

DGB
(LOCAL)

RECOMMENDATIONS
TO SUPERINTENDENT /
BOARD BY
PROFESSIONAL
ORGANIZATIONS

The following policy has been developed to ensure complete and open communication within the District.

Employee organizations shall establish procedures for determining which ideas or concerns will be presented to the Superintendent. Only ideas or concerns determined to be representative of a majority of the organization shall be presented.

Each organization shall give to the Superintendent, in writing, any proposal, suggestion, problem, or concern that has been approved or endorsed by the organization.

The organization shall seek an appointment with the Superintendent or designee to discuss in detail the communication after he or she has had time to study and evaluate it.

DISTRICT EMPLOYEE
RELATIONS COUNCIL
(DERC)

In order to establish a process for open communication between the Superintendent and District staff, an elected District Employee Relations Council (DERC), shall be formed at the District level.

The DERC will function in an advisory role in decisions affecting all school personnel. The Superintendent shall seek the advice of the council when appropriate and the DERC may bring concerns to the Superintendent as it deems necessary.

ADMINISTRATIVE
REGULATIONS FOR
DERC

Through the DERC, the District can have broad perspective and, therefore, achieve its educational goals to ensure that decisions are in the best interest of students. The following shall apply:

1. The DERC's membership shall consist of one faculty member from each campus site-based decision-making (SBDM) team. In addition, each campus principal shall appoint one faculty member from the campus at-large.
2. The primary function of the DERC is to serve in an advisory capacity in solving common concerns.
3. The DERC shall be especially concerned about, but not limited to:
 - a. Procedures for more effective communication between campus staff and District officials.
 - b. District professional development.
 - c. Improvements to District facilities.
 - d. Student-teacher conduct codes.
 - e. Information dissemination on educational resources, District events, and administrative communications.

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ELECTIONS

The DERC membership shall consist of one faculty member from each campus SBDM team. In addition, each campus principal shall appoint one faculty member from the campus at-large. The election of the DERC membership for the school year will take place in September of each year.

CAMPUS EMPLOYEE
RELATIONS COUNCIL
(CERC)

In order to establish a process for open communication between the principal and the faculty, a subcommittee of the campus SBDM team shall be formed at each school. The subcommittee shall be known as the Campus Employee Relations Council (CERC).

The CERC shall function in an advisory role in decisions affecting all faculty members. The principal shall seek the advice of the CERC when appropriate and the CERC may bring concerns to the principal as it deems necessary.

ADMINISTRATIVE
REGULATIONS FOR
THE CAMPUS
EMPLOYEE
RELATIONS
COUNCIL

All professional educators have the responsibility for providing both quality education to the students of the District schools and the best educational environment within their school unit. Through the CERC, the District can achieve its educational goals and have a way to provide a democratic school environment where educators are free to discuss and effect change in areas of common interest and concern.

The District may also, through the CERC, promote and maintain unity and harmony between teachers and administrators within the local school unit. Through mutual respect and purpose, decisions shall be made to the best advantage of both administrators and teachers and therefore, in the best interest of students. The following shall apply:

1. The primary function of the CERC is to serve in an advisory capacity in solving common concerns, through open communication, and striving to arrive at conclusions that are mutually acceptable. The CERC should be willing to discuss any item of common concern with the principal and seek to provide appropriate answers.
2. The CERC shall be especially concerned about, but not limited to:
 - a. Procedures for more effective communication between teacher and teacher, teacher and student, teacher and parent, teacher and administrator, and the like.
 - b. Internal school faculty and student discipline.
 - c. In-service activities and faculty meetings.
 - d. Agendas for faculty meetings.

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- e. Improvements in physical facilities.
- f. Student activities.
- g. Scheduling of school-related functions outside the regular school day.
- h. Bulletins, calendar activities, and the like.
- i. Staff morale.
- j. Student-teacher conduct codes.
- k. Information dissemination on educational resources, community events, and administrative communications.

ELECTIONS

The CERC shall consist of a minimum of three and a maximum of six elected members. All faculty members in a building shall be eligible to vote for the members of the campus SBDM team who will serve on the CERC. The following shall apply:

1. The faculty members of a building may decide upon the make-up of the members of the CERC. Factors to consider in the make-up of the CERC shall include gender, ethnicity, experience, and departmental or grade level balance.
2. The CERC elections should be held in May at the SBDM team meeting but could be held in August following the election of new members. If the SBDM team members are elected in May, then the CERC members should be elected in August.
3. CERC members shall be elected to a term of one academic school year. Vacancies shall be filled by a general faculty election for the remainder of the school year. All members' terms shall expire at the end of the academic school year (the day preceding the first day of school for students).
4. CERC members may not be elected for more than three successive terms.
5. All elections under provisions above shall be by secret ballot and conducted by the chairperson of the campus SBDM team and the principal.

MEETINGS

The CERC shall meet once a month during the school year with the principal. The members of the CERC may meet to plan the monthly agenda prior to the meeting with the principal.

The CERC will report issues and resolutions to the SBDM team and general faculty at least once a month.

CERC TRAINING

Training of the CERC shall consist of:

1. On-the-job training.
2. Workshops at least once a year, for all members, made available by Human Capital Management Department staff, or a trained professional administrator or teacher. Attendance at these workshops is encouraged but is strictly voluntary. Consideration shall be given to the philosophy, purpose, functions, and the varied concerns encountered in secondary and elementary schools.
3. Training on policies of the District and the importance of working within those policies.

Each school shall be under the administrative and supervisory control of a principal.