



January 8, 2015

To: Jennifer Cheatham, Superintendent of Schools
From: Deirdre Hargrove-Kriehoff, Executive Director of Human Resources
RE: Proposed Process for Developing the MMSD Employee Handbook

We know that our vision as a District doesn't come to life without a thriving workforce. That is why we have worked hard to provide our employees with the resources and support they need to do their best work. To be successful for all students, we must be a District that attracts, develops and retains the best employees.

The District's current employee contracts expire after the 2015-16 school year. As a result of Act 10, the District is responsible for developing a handbook that will take the place of those contracts. The MMSD Employee Handbook will be collaboratively developed and reflective of expectations of both employees and of the District.

This document outlines our approach and recommended process for developing the MMSD Employee Handbook.

Guiding Principles

Our approach to the handbook will be through the following guiding principles. The handbook development process must:

1. Apply a clear strategy and transparent process. How will our work support our overall goal of recruiting, developing and retaining a thriving workforce?
2. Create a culture of excellence with equity. How does our work ensure that both employees and students are held to high expectations and provided the support to reach them?
3. Encourage collaborative, respectful discussion and interest-based problem solving.
4. Strategically align resources.
5. Avoid redundancies and create consistencies.

Process:

- 1) Establish Oversight Group
 - a) 5 members appointed by MTI
 - b) 2 members appointed by AFSCME

- c) 1 member appointed by Building Trades Council
 - d) 3 building principals; up to 5 other administrators
- 2) Taking into account the feedback of the Oversight Group, the Superintendent informs the Board:
- a) What legally has to change for the handbook
 - b) What policies or practices set forth in CBAs are recommended to be carried forward without change
 - c) What policies or practices set forth in CBAs are recommended to be addressed but should be reviewed and possibly changed
 - d) What policies or practices set forth in CBAs are recommended not to be carried forward

The Superintendent's recommendations are presented at a meeting of the Board's Operational Work Group. At a full meeting of the Board, the Board determines the policies or practices to be submitted to the Oversight Group for discussion and collaborative exploration via designated work groups, as needed, intended to culminate in consensus agreement on recommended approaches to the policies or practices.

- 3) The Oversight Group will design, conduct and analyze a survey of teachers, staff and administrators regarding issues to be addressed via the handbook development process.
- 4) The Oversight Group will establish Work Groups, as needed
- a) Work group objectives will be clearly defined. All work groups will refer to the Guiding Principles as issues are discussed.
 - b) Recommendations of the Work Groups go the Oversight Group.
- 5) The Oversight Group will, whenever possible, develop common language which will apply to all employee groups and will, where it deems necessary, develop handbook language specific to an employee group. Those areas where a consensus has been reached by the Oversight Group will be forwarded by the Superintendent to the Board for final approval. On any area where a consensus is not reached, the Superintendent shall make a determination and recommendation to the Board for final approval.
- 6) A written status report is provided to the Board monthly throughout the process.
- 7) The Oversight Group and Work Group(s) will set their own schedules as needed.
- 8) The Board has final say on the handbook content.
- 9) The dates and timelines set forth are intended to be flexible and may be adjusted, as necessary, to facilitate effective collaboration