

**GBBA/BDFA – SOUHEGAN PERSONNEL POLICIES COMMITTEE**

**PURPOSE**

This policy recognizes that participation of employees in the formulation and implementation of personnel policies affecting them informs the policy-making process and leads to better policies and procedures; moreover, that the effective administration of Souhegan High School, and the well-being of all employees, is enhanced by constructive relationships between staff members, the administrative team and the School Board.

Therefore, a Souhegan Personnel Policies Committee (hereinafter referred to as “Committee”) is hereby established to provide employee participation in the formulation and implementation of policies and procedures affecting salaries, benefits, and conditions of employment. The advice of the Committee will be solicited on all personnel policies prior to presentation to and adoption by the School Board.

A 10-member Committee shall be established annually, on or before September 15, as follows:

<u>Representative</u>	<u>Two-Year Term Ending</u>
Faculty	Even years starting in 2000
Faculty	Even years starting in 2000
Faculty	Odd years starting in 2001
Faculty	Odd years starting in 2001
Faculty	Odd years starting in 2001
Support staff	Even years starting in 2000
Support staff	Odd years starting in 2001
School Board	Even years starting in 2000
School Board	Odd years starting in 2001
Superintendent’s Office	Indefinite

Faculty representatives (not including the Administration) shall be chosen by the faculty, support staff representatives chosen by support staff, School Board members chosen by the School Board, and superintendent’s office representative chosen by the Superintendent.

The Committee believes that any person who is elected to the Committee should do so with full appreciation for the investment in time, effort, and dedication expected of all Committee members and that the member’s intent is to serve a full term.

However, if for some compelling reason a member decides to terminate service, the Committee requests earliest possible notification of intent to resign so that the Committee may plan appropriately for a replacement. A letter of resignation should be sent to the ~~chairperson~~. The resignation will be acted upon at the next Committee meeting. The vacancy will be filled within 30

## **SOUHEGAN POLICY**

school days by the constituent group the resigned member represented.

### **COMMITTEE ORGANIZATIONAL MEETING**

1. The Committee shall hold an organizational meeting on or before September 30. The meeting shall be called by the Superintendent of Schools, who shall preside during and until the election of a chairperson.
2. The new chairperson of the Committee shall take office upon election. The Committee shall then elect a vice-chairperson and a secretary.
3. All officers of the Committee shall hold office until the next annual organizational meeting or until their successors are elected.
4. Whenever there is a vacancy in the office of chairperson, vice-chairperson, or secretary, the Committee shall elect a new officer to fill the vacancy during the unexpired term of office, provided that all members of the Committee have been notified prior to the meeting that the vacancy will be filled at such meeting. Only members of the Committee are eligible to fill a Committee officer vacancy. In the event the Committee member elected to fill the vacancy already holds another Souhegan Personnel Policies Committee office, the Committee member shall relinquish his or her initial office and elections for the newly created vacancy will commence.
5. Election of officers shall be by nomination from Committee members. A majority vote of the members of the Committee, by show of hands, shall be required for election.
6. The assignment of Personnel Policy Committee members to subcommittees will also be made at the organizational meeting, or at any subsequent meeting. Subcommittees represent one means for identifying the needs, concerns, and desires of faculty and support staff. Upon completing its assignment and making a full report of findings to the Personnel Policies Committee, the subcommittee either will be given a new assignment, or be promptly dissolved.

### **COMMITTEE OFFICERS**

#### **CHAIRPERSON**

The chairperson shall preside at all meetings and has the right to vote on all matters before the Committee. The chairperson shall consult with the superintendent on preparation of the agenda for each meeting. The chairperson shall have other powers and duties as the Committee may from time to time determine.

#### **VICE-CHAIRPERSON**

The vice-chairperson shall have the powers and duties of the chairperson in the absence of the chairperson, and such other powers and duties as the Committee may from time to time determine.

#### **SECRETARY**

The secretary, or designee, shall keep minutes of Committee meetings and faculty meetings when votes are taken on matters of personnel policy and such other powers and duties as the Committee may from time to time determine.

## **SOUHEGAN POLICY**

The Committee is expected to meet and confer at least five times throughout the school year on matters of salaries, benefits and working conditions. Actions of the Committee, as well as policy decisions of the School Board, will be recorded in the minutes of Committee meetings. Minutes will be distributed to the Committee and made available to Souhegan employees and the School Board in 3-ring notebooks kept in the main office and faculty work areas.

Any action that requires the expenditure of funds is subject to the authorization of the School Board, or the District meeting of the Souhegan Cooperative School District, as the law may require.

Duties of Committee members include but are not limited to the following:

1. Attend all Committee meetings insofar as possible and become informed concerning the issues under consideration.
2. Encourage the free expression of opinion by all Committee members and render decisions based on as much factual information as possible.
3. Concentrate the Committee's collective effort on formulating policies for administrator and Board consideration, and implementing policies the Board adopts.
4. Meet and confer with the Superintendent on the development of salaries and benefits for the ensuing fiscal year or years and be fully informed on details of the proposal prior to the Superintendent's presentation to the School Board. The Committee has the right to appeal the Superintendent's proposal to the School Board.
5. Maintain effective two-way communication with all employees, administrators and the School Board. Conduct business openly.
6. Report annually to the School Board on goals, activities and accomplishments.
7. Carry out Committee work in conformance with Souhegan School Board policies.

The School Board shall have due regard for the obligations imposed by this policy in making rules and regulations relating to personnel policy, but such obligations shall not be construed to extend to such areas of discretion and policy as the public mission of the Board, its budget, its organization and the assignment of personnel.

Revised: December 15, 2013: Excludes school administrators from membership on PPC, gender neutral officers.

Revised: August 1999

Adopted: December 1995 (Souhegan)