Comprehensive Classification Review MOU

[Note: Brian Hungerford (HSD Legal Council) participated in this topic via phone]

The parties discussed the HSD counter proposal to the Memorandum of Understanding for Article 32. The key point raised by HCU is that the understanding they had at the end of bargaining was that job descriptions and salary comparisons would happen at the same time. There was acknowledgement that when the project was broken into parts, there should have been more communication with the bargaining team. The District continued to assert their desire to identify classifications where the pay rate is not competitive and address them as funding allows.

HCU expressed the goal of having the salary comparisons completed with enough time to implement for the 2020-21 school year. The District agreed with deadline but warned that funding may prevent them from implementing until the start of the 2021-22 school year, which is in the next budget biennium. HCU understands the limitation yet still wants to include a target completion date in the MOU. If the project looks like it will miss the target completion date, the parties can meet in advance to work out an updated target. During the discussion, Spring break of 2020 was used as a potential target completion date. HR will check with the Business office to determine how much lead time is needed to implement salary changes.
HR recommended that the committee performing the work include a representative from the business office. This would require expanding the size of the committee to 4 people. HCU agreed with this change.

HCU expressed a concern that likely committee members may have difficulty getting release time to attend meetings during the school day. HR expressed their willingness to meet after business hours to ensure that the work is done in a timely fashion. HR expects to use the same procedure used for the Licensed Stipend Study which comprised of a combination of small group work to develop recommendations and full committee meetings to consolidate the work into a single proposal.

HR will update the MOU in the following ways:
- Expand the committee composition to include up to (4) people from each party.
- To specify a target completion date, based on feedback from the business office.

The updated version will be sent to the HCU President for review and signature if HCU agrees with the updated language.

**Hours reductions at transportation**

HCU brought forward a concern with how the changes to the transportation contract hours are being communicated. HR explained the reason for the change was to allow for more driver positions. They recognized that there are current vacancies, but management plans to recruit drivers to fill all vacant positions. The hours assignment represents the ideal staffing situation, not the current situation.

This change is also an attempt to standardize hours assignment based on the type of route assigned. Regular routes are 6 hours, SPED routes are 7.5 hours, and District Drivers are 8 hours. This is just the contractual hours provided to an employee. There are numerous opportunities to take on trips to boost the number of hours an employee works. Transportation management has also made it clear that if an employee wants to have 8 hours, they should pursue becoming a district driver.

HR further explained that these types of changes happen all the time in the building as programs need more staff to provide services. The contract allows for these types of changes and the budget had finally required the District to make these changes in the Transportation department.

**Staff appreciation**

HCU brought forward the concern that classified staff are often ignored when it comes to staff appreciation programs. In some buildings, classified appreciation events are combined with licensed events to make a general education staff appreciation events. There are numerous online resources for informal "staff recognition" days that can be adopted as a guide for supervisors to spend 5 minutes recognizing the work of various classified staff.
HR will pass along the idea to building principals.

**Calendar changes**

HCU brought forward the concern that some positions now start earlier than staff expected and they have already scheduled summer plans on those days. HR would direct those with concerns to contact their building principal to see if accommodations can be made. If not, HR expects employees to report to work on those days.

HCU also brought forward the concern that some positions have lost days that were used to prepare for student case loads. HR would direct those with concerns to their licensed teacher to determine when the prep work will be done. The building principal has the ability to provide extra-duty contract time if they believe it is necessary.

HR explained that the changes resulting in a net decrease in costs that was used to fill the budget gap identified by the school board. If one of the few people who received an increase in days is concerned they will not have anything to do, they should connect with their supervisor to receive a task list.

**Adjourn - 5:00PM**

*Recorded by Devin Hunter*