

CPPC Working Copy 8.0—CLASSIFIED PERSONNEL POLICY COMMITTEE

The membership of the classified personnel policy committee (PPC) shall be:

- At least one (1) nonmanagement, classified representative, **who has completed 1 full year of employment**, from each of the following classifications ⁽¹⁾:
 - a. Maintenance, operation, and custodians;
 - b. Transportation;
 - c. Food service;
 - d. Secretary and clerk; and
 - e. Aides and paraprofessionals.
- At least one (1) non-management individual to represent the group of all other job classifications of classified employees not identified in A-E above; and
- Up to three (3)⁽²⁾ administrators appointed by the superintendent, which may include the superintendent.

Election of Non Management Members

The non-management members of the PPC shall be elected as follows:⁽³⁾

By October 15 of each school year, classified representatives will be chosen for the Personnel Policy Committee. The following guidelines will be followed:

- A secret ballot will be prepared for each of the above mentioned groups. The names of all non management classified employees from that specific group will be included on the ballot.
- The previous year's committee chairperson will notify the classified staff via email that the election process will begin.
- A non-management employee may cast a ballot to vote for the candidate that the non-management employee is eligible to vote for.
- The Chairperson and Secretary from the previous year will count the votes together. The candidates that receive the highest number of votes shall be declared the winner.
- The previous chairperson will notify each elected winner. Should that person decline to serve on the PPC the chairperson will contact the next person from the ballot with the highest number of votes until a member of that group is selected.
- The previous committee chairperson will notify the superintendent of the new committee members.
- The previous committee chairperson will announce the results with a district-wide classified staff email.

The election for the non-management members of the PPC shall be conducted by the PPC by October 15 of each year. The election shall be conducted with the use of a secret ballot. A non-management employee may cast a ballot to vote for the candidate(s)⁽³⁾ the

non-management employee is eligible to vote for. The candidate who receives the highest number of votes shall be declared the winner⁽⁴⁾.

If an election to fill positions on the PPC is not conducted by October 15, the Board of Directors may appoint an individual to fill the position that was up for election.

Length of Term:

The length of term for non-management members of the classified PPC shall be 2 years. Terms of non management members shall be staggered so that, to the extent possible, an equal number of non management members are elected each year. If an election is held due to a vacancy on the PPC, the individual elected to fill the vacancy shall be elected to the remainder of the unexpired term.

Selection of Officers:

The PPC shall organize itself in the first quarter of each school year and elect a chair and a secretary.

Meetings:

The PPC shall develop a calendar of regularly scheduled meetings throughout the year to review the District's personnel policies in order to:

- Determine whether additional policies or amendments to existing policies are needed;
- Review any policies or changes to policies proposed by the board of directors;
- Propose additional policies or amendments to the board of directors; and
- Review any proposed distribution of a salary underpayment from previous years. The PPC shall hold special meetings throughout the year as necessary to review personnel policy proposals from the Board.

A majority of the members of the PPC shall constitute a quorum for conducting business. The adoption of any motion shall require an affirmative vote by a majority of the members of the PPC⁽⁶⁾.

The personnel policy review process shall be in accordance with Policy 1.9.

Members of the PPC are not entitled to and shall not receive additional pay for their service on the PPC or for attendance at PPC meetings.

Recording of Meetings:

All PPC meetings shall be audio recorded. The recording may be paused in order to protect confidential employee or student information. The PPC chair shall announce for the recording the reason the PPC is pausing the recording prior to pausing the recording.

Information Posted to District Website:

The following information shall be posted to the District website:

- Positions that are up for election to the PPC;

- Names of candidates running for each position;
- Information regarding the conduction of the election;
- Results of the election; and
- Minutes of each PPC meeting.

Notes:

1 While A.C.A. § 6-17-2303(b)(3) allows a school district that outsources any one (1) of the five (5) classifications under A-E to fill the position that is represented by the outsourced classification with a representative for a job classification that is not identified by one (1) of the classifications under A-E, it is unclear if, for those classifications that cover more than one job, this would require all of the categories covered by that classification or only one section of that classification. An example would be

2 The law allows for up to three (3) administrators to be appointed to the PPC, which may include the superintendent. If you would rather set a specific number between one (1) and three (3), you may do so.

4 Due to the law not requiring that an individual be elected by a majority, we have opted to make a person's election be successful by receiving the highest number of votes regardless of the number of candidates that ran for a given position. Not requiring a majority to be reached for a person to be elected prevents the need for a run-off election. If you would rather require that the individual receives a majority of the votes, you may do so.

6 A.C.A. § 6-17-2304(b)(2) requires that any changes made to a personnel policy that are intended to become effective during the current contract year must be approved by a majority of the PPC. For procedural ease, we have opted to make this the default for the passage of any motion but you may change the vote threshold for all other motions.

Cross Reference: 1.9—POLICY FORMULATION

Legal Reference: A.C.A. § 6-17-2301 et seq.

Date Adopted: 6.19.23

Last Revised: 8/29/2023