

Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.

1 State of Arkansas  
2 84th General Assembly  
3 Regular Session, 2003  
4

As Engrossed: H4/4/03

# A Bill

Act 1780 of 2003  
HOUSE BILL 2717

5 By: Representative Blair  
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7

## For An Act To Be Entitled

9 AN ACT TO ESTABLISH AN EMPLOYEE PERSONNEL POLICY  
10 LAW FOR CLASSIFIED EMPLOYEES IN THE PUBLIC  
11 SCHOOLS OF ARKANSAS; AND FOR OTHER PURPOSES.  
12

### Subtitle

13 AN ACT TO ESTABLISH AN EMPLOYEE  
14 PERSONNEL POLICY LAW FOR CLASSIFIED  
15 EMPLOYEES IN THE PUBLIC SCHOOLS OF  
16 ARKANSAS.  
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20 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
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22 SECTION 1. (a) Each school district in the State of Arkansas shall  
23 have a set of written personnel policies, including the salary schedule for  
24 each classification of classified personnel in the schools.

25 (b) For the purposes of this act there shall be five (5)  
26 classifications of classified personnel as provided for in Section 3 of this  
27 subchapter.

28 (c) For purposes of this act, a classified employee shall be an  
29 employee of a public school who is not required to hold a teaching license  
30 issued by the State Board of Education.  
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32 SECTION 2. The provisions of this act shall not apply if the district  
33 chooses to officially recognize in its policies an organization representing  
34 the majority of the classified personnel of the district for the purposes of  
35 negotiating personnel policies, salaries, and educational matters of mutual  
36 concern under a written policy agreement.



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2        SECTION 3. (a)(1) Each school district shall have a committee on  
3 personnel policies for classified personnel which consists of at least one  
4 (1) nonmanagement representative from each of the following five (5)  
5 classifications:

6                (A) Maintenance and operation;

7                (B) Transportation;

8                (C) Food service;

9                (D) Secretarial and clerical; and

10               (E) Aids and paraprofessionals.

11               (2) Any classification of support personnel not identified in  
12 the five (5) classifications may be added as an additional representative.

13               (b) There shall be no more than three (3) administrators on the  
14 committee, one (1) of which may be the superintendent of schools.

15               (c) The classified personnel members of the committee on personnel  
16 shall be elected by a majority of the classified personnel voting by secret  
17 ballot.

18               (d) The election shall be solely and exclusively conducted by the  
19 classified personnel including distribution of ballots to all classified  
20 personnel.

21               (e) The election shall be conducted by mid-October.

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23        SECTION 4. (a) The personnel policies of the school district in effect  
24 at the time a classified employee's contract is entered into or renewed shall  
25 be considered to be incorporated as terms of the contract and shall be  
26 binding upon both parties unless changed by mutual consent.

27               (b) Any amendments to personnel policies adopted during the term of  
28 such contract shall become effective the following July 1. However, these  
29 amendments may take place immediately with mutual consent.

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31        SECTION 5. (a) The school district's committee on the personnel  
32 policies for classified personnel shall organize itself in October, elect a  
33 chairman and secretary, and develop a calendar of meetings throughout the  
34 year to review the district's personnel policies to determine if additional  
35 policies or amendments to existing policies are needed.

36               (b) Minutes of the committee meeting shall be promptly reported and

1 distributed to members of the board and posted in the worksites of the  
2 district including administrative offices.

3 (c) Either the committee or the board of directors may propose new  
4 personnel policies or amendments to existing policies, if the proposals by  
5 the board have been submitted to the committee at least ten (10) working days  
6 prior to presentation to the board.

7 (d) The committee shall present its proposed policies or amendments to  
8 existing policies to the board of directors.

9 (e) After presentation to the board, final action shall be taken no  
10 later than the next regular board meeting.

11 (f) The board of directors shall have the authority to adopt, reject,  
12 or refer back the committee on personnel policies for further study and  
13 revision, any proposed policies or amendments to existing policies that are  
14 submitted to the board for consideration.

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16 SECTION 6. (a) Each classified employee being employed by a school  
17 district for the first time shall be given a copy of the district's personnel  
18 policies in effect at the time of his or her employment.

19 (b) Each classified employee or administrator who was employed before  
20 the adoption of this policy shall be given a copy of the district's personnel  
21 policies at the time his or her contract is renewed or extended.

22 (c) Each classified employee or administrator shall be furnished a  
23 copy of any amendments to the personnel policies within thirty (30) days  
24 after approval of the amendments by the board of directors of the district.

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26 /s/ Blair

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29 APPROVED: 4/22/2003

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