

Hall of the House of Representatives
84th General Assembly - Regular Session, 2003
Amendment Form

Subtitle of House Bill No. 2717

"AN ACT TO REQUIRE WRITTEN PERSONNEL POLICIES FOR PUBLIC SCHOOL
CLASSIFIED EMPLOYEES."

Amendment No. 1 to House Bill No. 2717.

Amend House Bill No. 2717 as originally introduced:

Page 1, delete lines 9 through 14, and substitute the following:
"AN ACT TO ESTABLISH AN EMPLOYEE PERSONNEL POLICY LAW FOR CLASSIFIED
EMPLOYEES IN THE PUBLIC SCHOOLS OF ARKANSAS; AND FOR OTHER PURPOSES."

AND

Page 1, delete lines 17 through 19, and substitute the following:
"AN ACT TO ESTABLISH AN EMPLOYEE PERSONNEL POLICY LAW FOR CLASSIFIED
EMPLOYEES IN THE PUBLIC SCHOOLS OF ARKANSAS."

AND

Delete everything following the enacting clause and substitute the following:

SECTION 1. (a) Each school district in the State of Arkansas shall have a set of written personnel policies, including the salary schedule for each classification of classified personnel in the schools.

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

(c) For purposes of this act, a classified employee shall be an employee of a public school who is not required to hold a teaching license issued by the State Board of Education.

SECTION 2. The provisions of this act shall not apply if the district chooses to officially recognize in its policies an organization representing the majority of the classified personnel of the district for the purposes of negotiating personnel policies, salaries, and educational matters of mutual concern under a written policy agreement.

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



classifications:

- (A) Maintenance and operation;
- (B) Transportation;
- (C) Food service;
- (D) Secretarial and clerical; and
- (E) Aids and paraprofessionals.

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

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

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

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

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

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

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

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

(b) Minutes of the committee meeting shall be promptly reported and distributed to members of the board and posted in the worksites of the district including administrative offices.

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

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

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

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

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

(b) Each classified employee or administrator who was employed before the adoption of this policy shall be given a copy of the district's personnel

policies at the time his or her contract is renewed or extended.

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

The Amendment was read _____
By: Representative Blair
KAS/VJF - 040320030900
VJF844 _____ Chief Clerk