

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.2) Treatment of Staff

**Global Board Policy**

With respect to the treatment of paid and volunteer staff, the Superintendent may not cause or allow conditions which are inequitable, unsafe, undignified, disorganized, unclear, or result in a conflict of interest.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.2, "Treatment of Staff" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 2, 2016.



\_\_\_\_\_  
Signature

11.8.16

\_\_\_\_\_  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are minor changes to my interpretations from the previous report.

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### **2.2.1 POLICY LANGUAGE**

The Superintendent shall not operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

### **Interpretation**

I interpret this to mean that:

1. Written Policies and guidelines exist and are available for all staff.
2. Supervisory staff receives training related to personnel Policies at least annually.
3. Master agreements with employees contain language addressing the grievance process.
4. Policies and guidelines regarding nepotism and preferential treatment for personal reasons are in place and are shared with staff.

### **Report**

1. In September 2015 the School Board approved our new NEOLA Operational Policies. These Policies are available on-line and in print. Administration is in the process of developing Administrative Guidelines to complement the Operational Policies. Once in place, the District will have comprehensive Operational Policies and Guidelines for all areas of operations.

Operational Policies will be updated twice each year (or as needed) as part of our affiliation with NEOLA. Changes (other than technical revisions) will be brought to the Board for approval.

In addition to these Operational Policies and Guidelines, the Board maintains its Governance Policies which includes Board Ends, Executive Limitations, Governance Process and the Governance-Management connection.

2. Training on District Operational Policies and Guidelines is conducted at Administrative Team meetings and other meetings of District, Program and Building Administrators.
3. Master Agreements contain grievance procedures with clearly defined processes.
4. Operational Policies (3120 and 4120) that relate to employment of professional and support staff address nepotism and preferential treatment concerns and are available on-line. Print copies are available at the Administration Building.

### **Conclusion Statement**

The organization met expectations.

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### **2.2.2 POLICY LANGUAGE**

The Superintendent shall not discriminate against any staff member for non-disruptive expression of dissent.

#### **Interpretation**

I interpret this to mean:

1. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) find it necessary to utilize the formal grievance procedure in our Master Agreements to protest retaliation. (This interpretation is changed from 10 to 5 employees.)
2. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) or former employees find it necessary to seek resolution through the courts.

#### **Report**

1. No grievances of this nature have been filed.
2. No such actions have been taken.

#### **Conclusion Statement**

The organization met expectations.

### **2.2.3 POLICY LANGUAGE**

The Superintendent shall not prevent staff from addressing the board when (a) internal grievance procedures have been exhausted, and (b) the employee alleges that board policy has been violated to his or her detriment.

#### **Interpretation**

I interpret this to mean:

1. If complaints are not resolved through the grievance process, as outlined in the respective collective bargaining agreements, the staff member will be given guidance on how to address the Board of Education during Public Comment.
2. All written complaints by staff alleging that Board Policy has been violated will be forwarded to the Secretary of the Board within 48 hours of receipt in the Superintendent's Office.

#### **Report**

1. The grievance procedure is fully detailed in each of the Master Agreements. Grievances not resolved at the Superintendent level may be submitted for mediation, to the American Arbitration Association or to the State Labor Mediation Board depending on the employee group. The Board is not included in the grievance process. No request has been made by any employee to address the Board relative to this Policy.

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2. No written complaints from staff alleging violation of Board Policy were received during the past year.

**Conclusion Statement**

The organization met expectations.

**2.2.4 POLICY LANGUAGE**

The Superintendent shall not allow staff to be uninformed or unaware of their protections under this policy as interpreted by the Superintendent.

**Interpretation**

I interpret this to mean that all staff members have access to electronic copies of master contract agreements and Board Governance and Operational Policies.

**Report**

All current collective bargaining agreements and District Policies are posted on the District's website.

**Conclusion Statement**

The organization met expectations.

**2.2.5 POLICY LANGUAGE**

With respect to the treatment of paid staff; no District employee shall have a direct supervisory role of a family member. "Family member" means a person's spouse or spouse's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's spouse or parent's spouse, and includes relationships as created by adoption or marriage.

**Interpretation**

I interpret this to mean that the District may employ family members as long as there is no direct supervisory relationship between family members.

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### **Report**

The District, through its HR information system, maintains information on employees of the District who have family members working in the system. Administration has actively managed situations where this occurs to ensure that there is not a direct supervisory relationship in place. This includes the use of alternate Administrators to supervise in secondary buildings or the movement of affected staff when other supervisory arrangements cannot be made. New employees are asked if they have any relatives who serve as Board members, Administrators or other supervisors in the Portage Public Schools. This allows HR to ensure that any new conflicting placements are avoided should the individual be hired by the District. This limitation is also captured in Operational Policies 3120 and 4120.

The following situations currently exist where alternate supervisory arrangements have been made: 1) at Central High School the Principal's spouse is a teacher on staff and is being supervised by an Assistant Principal; 2) also at Central High School one of the Assistant Principals is married to a teacher in that building and that teacher is being supervised by the Principal; 3) at West Middle School the Assistant Principal's spouse is a teacher on staff and is being supervised by the Principal; and 4) at Northern High School an Assistant Principal has a brother who is teaching in that building and that teacher is supervised by another Administrator in that building.

### **Conclusion Statement**

The organization met expectations.