

# Meet and Confer Committee on Employee Relations

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The board supports and encourages **collaboration** among Durham Public Schools' administration and staff. The shared goal is to ensure a high-quality, equitable education for students, while fostering strong staff morale through open dialogue and **cooperative problem-solving**.

Achieving the district's educational goals requires **mutual understanding** and **cooperation** among the **Board of Education, the Superintendent, staff, and the community**. This policy supports the free and open exchange of views necessary for collaborative counseling.

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# Revisiting Proposal on ICE/ Protecting Immigrant Students

Durham Association of Educators

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# REVISITING PROPOSALS ON ICE & BULLYING - Red Cards

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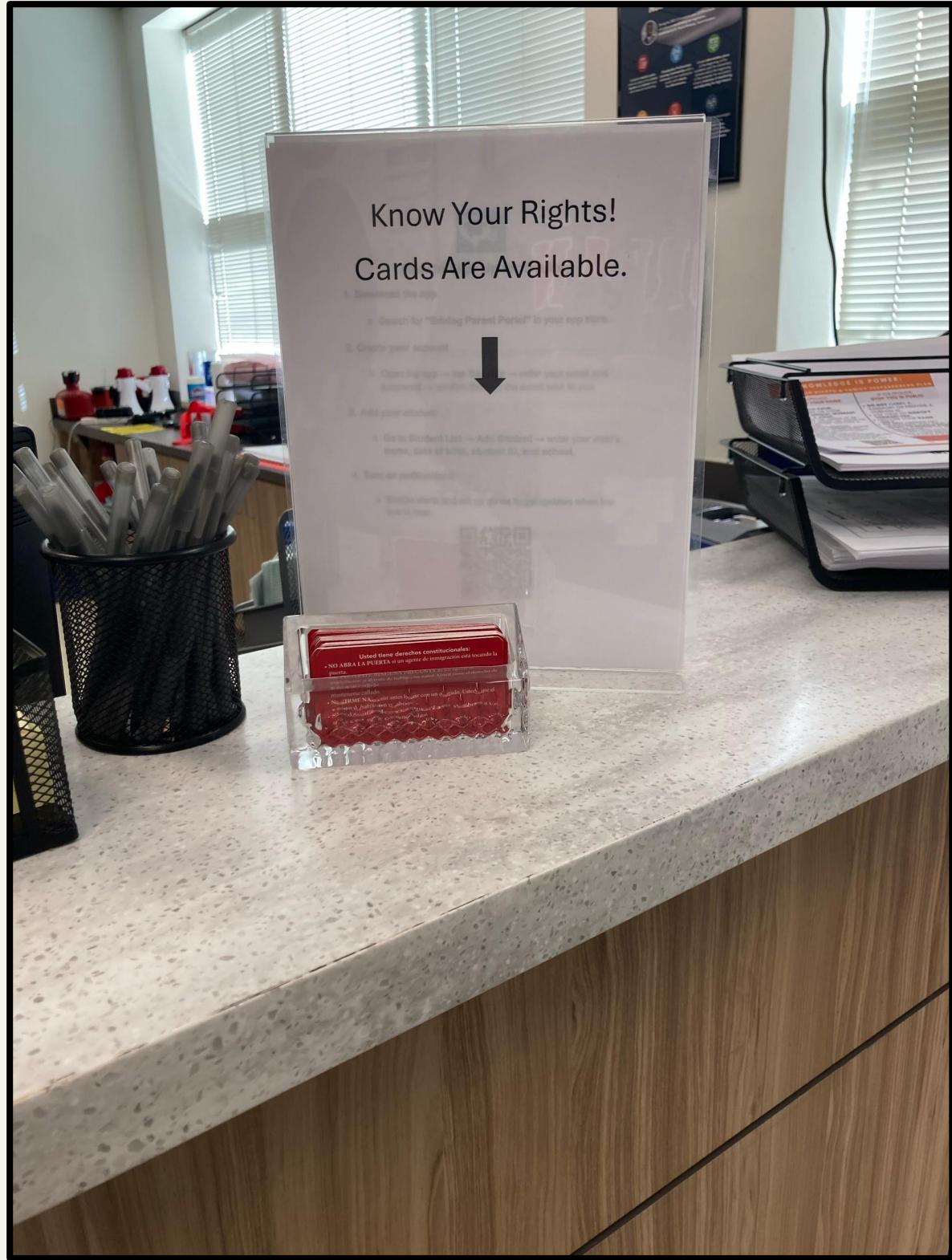
- **What we proposed:** Make Red (“Know Your Rights”) cards visible and available in every school bus, front office, and student services office in DPS and share them with all DPS families so they know their rights when it comes to interacting with ICE. Cards shall be available in multiple languages.
- **District response:** “Durham Public Schools will provide Know your Rights (also known as Red Cards) type cards in offices and on buses on demand. We are currently exploring which of the available cards will be used and ways to ensure replenishment.” – Dr. Lewis, email sent on 11/12/25

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# REVISING PROPOSALS ON ICE & BULLYING - Red Cards

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- ***Are you willing to provide red know your rights cards available to all DPS students/families like Ms. Taylor did at Jordan HS (as shown in photo) at every worksite in the district?***

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# REVISITING PROPOSALS ON ICE & BULLYING - POE Letters

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- **What we proposed:** Provide proof of enrollment letters **for all students** (with specific language about residing in Durham - “domiciled”). Provide these by the time of enrollment with the goal of preventing expedited removal of students.
  - **District response:** “Enrollment letters are now available from all Durham Public Schools **upon parent/guardian request**. A standardized document template has been developed, which includes the necessary student information. Furthermore, guidance has been disseminated to all data managers regarding the process of accessing and printing enrollment letters via Infinite Campus. Additionally, schools have been provided with a standard template that can be utilized to generate enrollment letters without the assistance of Infinite Campus.”

– Dr. Lewis, email sent on 11/12/25

- ***Concern - this is singling out a subset of students.***
- ***Question - how is DPS communicating this to stakeholders?***



# REVISITING PROPOSALS ON ICE & BULLYING - Training

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- **What we proposed:** Retrain all staff to fully follow anti-bullying policies with added emphasis on bullying around perceived national origin or immigration status. These trainings should be conducted in person before the start of the school year.
  - **District Response:** “To ensure compliance with federal and state regulatory safety training requirements, as well as Durham Public Schools Board Policies 1510/4200/7270, all employees are required to complete the required Bullying: Recognition and Response Training.” – Dr. Lewis, email sent on 11/12/25
- ***Question - Is the district willing to provide in-person training for ALL DPS workers?***





# Paid Bereavement Leave For All Staff

Durham Association of Educators

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# The Purpose:

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In almost every other state, and in most jobs in NC, including state employees, employees are granted paid leave when there is a death in their personal lives, but not in DPS. When tragedy occurs, certified employees are forced to take personal leave. Even worse, classified employees don't have personal leave and are told that they can take "unpaid leave."

**Executive Order 325 on Bereavement Leave** (the "Executive Order") provides up to forty hours (40) of fully paid leave to eligible employees for bereavement, following the loss of an immediate family member and up to eight (8) hours of fully paid leave to eligible employees for bereavement, following the loss of a colleague. The Executive Order applies to Cabinet Agencies and any other state agencies or universities that voluntarily adopt the Executive Order's measures

Full time city employees - paid funeral leave

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# DAE's Proposal

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1. 5 full days of paid bereavement leave per instance of a loss in the family\*.
2. 1 full day of paid bereavement leave in the event of a loss of a friend, colleague, or student.
3. Workers will be automatically granted the leave upon notification given to a supervisor.
4. Bereavement leave may be used in addition to other types of leave and shall not reduce the hours available for other types of leave.
5. A two-day travel extension will be granted on each end of bereavement leave if the location of family and/or memorial services is more than 100 miles from Durham.

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# Questions & Comments from DPS Team

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# **Clear Duties, Contract Hours, Expectations, and Extra Duty Pay For All Staff**

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# The PURPOSE:

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**Public school workers make schools run.**

But DPS staff are overworked, underpaid, and stretched thin. High vacancies and turnover mean fewer adults supporting students, while low pay and unrealistic demands push workers out. Until DPS values and supports workers fairly, students will continue to lose out on the consistent, safe, well-staffed schools they deserve.

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# Guiding Questions For Our Proposal:

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- How can DPS ensure **consistency** and **transparency** across worksites regarding extra duty and extra duty compensation?
- What steps can HR take to make contract information more accessible?
- How can this policy improve **morale** and **retention**?

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# Guiding Questions For Dialogue:

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- If we present this proposal jointly to the Board, what do we want to change?
- What specific components resonate with your team?
- What in this proposal do you feel like your team can support?
- What additional information do you need to move the proposal forward?

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# Implications:

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## When Staff Are Supported, Students Thrive

**Clear contracts and fair compensation** are essential to:

- Retaining high-quality educators and staff so students benefit from consistent, caring relationships every day
- Ensuring educators have the time and capacity to design engaging, effective learning experiences
- Fostering stable, supportive school communities where students feel safe, valued, and ready to learn
- Promoting accountability and transparency so staff can focus fully on advancing student growth and achievement

# Overview:

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**The Board of Education should recognize that:**

- Public school employees are essential to student achievement. The amount of time we have with students **directly** impacts student outcomes; when we are spread thin, students suffer the consequences.
- Safe transportation, nutritious meals, clean learning spaces, and vital student supports all rely on the dedicated work of public school employees.
- **Clear duties + equitable compensation = quality services and retention.**

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# Key Terms:

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- **Regular School Day** – As defined in contract
- **Extra Duty** – Work outside regular day
- **Comp Time** – Time off in exchange for extra duty
- **Planning Period** – Reserved instructional prep time
- **Waiver** – Temporary permission to deviate from policy
- **Hourly Rate** – Used to calculate extra-duty compensation

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# The PROPOSAL:

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DAE calls on DPS leadership to:

- Give every DPS employee a **printed and digital contract** each school year
- Include **job duties, expectations, and salary information**
- Provide this within **2 weeks of salary finalization and upon hire**
- Compensate for extra duty (**extra pay for extra work**); strengthen and uphold extra duty policies to promote fairness and equity

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# Employment Contracts:

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- All employees receive **printed and digital contracts** within 2 weeks of salary finalization and upon hire
- Contracts shall clearly state:
  - **Job duties**
  - **Compensation details**
  - **30-minute duty-free lunch** for all full-time staff
  - Each contract must define the regular school day for that position
  - Any duties outside that day = extra duty

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# Planning Periods / Duty-Free Lunch

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- Teacher-directed planning time is reserved for instructional preparation that **supports student learning and achievement.**
- Planning time should not be reassigned for other duties to protect instructional quality.
- If planning time is reassigned, employees will be compensated at their hourly rate for each period lost.
- All full-time employees are guaranteed a 30-minute duty-free lunch.

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# Compensation for Extra Duty

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- All extra duty (voluntary or assigned) must be compensated
- Based on the employee's **hourly or supplemental rate** or annual pay schedule
- Hourly rate = annual salary  $\div$  duty days  $\div$  hours per day

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# Extracurricular & Extra Duty Pay

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DPS should **maintain and publish** an annual schedule of pay rates for:

- Coaching (sports)
- Advising
- Clubs and arts programs
- Additional caseloads, coverage, and coordination

**Any duty not listed = paid at employee's hourly rate**

# Extracurricular & Extra Duty Pay

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The following extra duties **shall** receive additional pay:

- Coaching, ticketing, advising clubs
- Covering for absent teachers or unfilled positions
- Managing caseloads 50% above national standards
- After-school arts, additional bus routes, graduation, translation, AV support
- Grade-level or department chair roles
- Required meetings not attended by all staff

# Extra Duty Waivers - Board Policy 7405 Summary

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## Compelling Need Waiver Summary

When a waiver from policy is needed, the level of approval depends on the situation:

- **Board approval** is required when the need is known ahead of time. The superintendent submits a written recommendation, and the board documents its reasons for granting the waiver.
- **Superintendent approval** applies when there's no board meeting before the extra duty. The superintendent can issue a waiver for a compelling need, must document it, and report it at the next board meeting. Ongoing waivers must later receive full board approval.
- **Principal approval** is allowed only for urgent, short-term situations (up to five days), such as unexpected staff absences. Principals must document the need and notify the superintendent and their supervisor. Any extension beyond five days goes to the superintendent and then the board.
- **Teachers** may request and receive any documentation about waivers that affect them.

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# Compensatory Time (comp time)

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- May be requested **by the employee** as an alternative to **extra duty pay**
- Granted **1:1**, able to be used within **3 months**
- Must be **mutually agreed upon**, not imposed
  - Example: An employee gives up a planning period to leave early for family responsibilities



# Comp Time Policy: Board Policies 7500 and 7510

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## Policy 7500:

- **“...No supervisor shall allow an employee to accumulate more than 40 hours of compensatory time without prior approval of the superintendent or designee...”**
- **“...Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate...”**
- **“...In addition, upon leaving the school system, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his or her last three years of employment or (2) the final regular rate received by the employee...”**

## Policy 7510:

### **F. Compensatory Leave**

Employees who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) as described in policy 7500, Workday and Overtime. **Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned.**



# Guiding Questions For Dialogue:

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- If we present this proposal jointly to the Board, what do we want to change?
- What specific components resonate with your team?
- What in this proposal do you feel like your team can support?
- What additional information do you need to move the proposal forward?
- Can we move forward and recommend this to the Board?

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# Salary Implementation Follow-Up

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# Classified Pay Follow Up

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