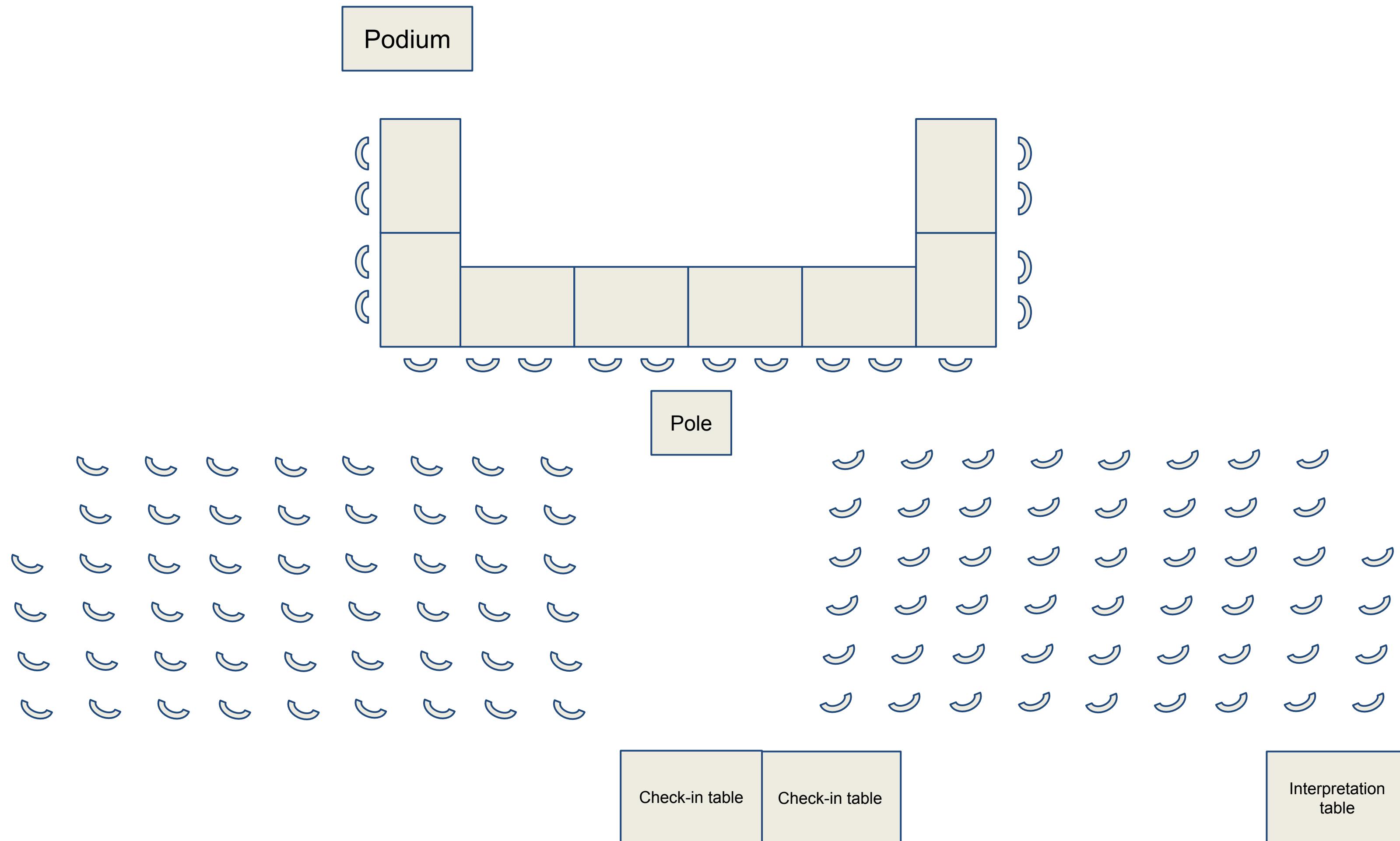


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Agenda Overview

6:00-6:05 - Intro, Minutes Approval (5 minutes)

6:05-6:20 - Classified Pay (15 mins)

6:20-6:30 - Bereavement Leave (10 mins)

6:30-7:00 - Admin Salary Policy (30 mins)

7:00-7:30 - Grievance Policy (30 mins)

7:30-7:55 - School Safety (25 mins)

7:55-8:00 - Closing/Action Steps (5 mins)

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Meet and Confer Committee on Employee Relations

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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Contracts & Extra Duties

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Extra Duty Compensation (Non-Exhaustive)

Employees shall receive **additional compensation beyond regular contract hours** for extra duties, including but not limited to:

- **Athletics, Arts & Activities:** Coaching (all sports), ticketing, graduation coordination, After-school arts programs, A/V or sound support for school functions, Evening to Shine & other required district events
- **Student Programs & Leadership:** Club/student organization advising, department or grade-level chair roles, school garden management
- **Workload Increases:** Managing caseloads exceeding **50% above national recommended ratios** (e.g., EC, ESL, AIG, counselors, social workers)
- **Staffing Gaps:** Performing duties of more than one position, unfilled positions, or short-term leave coverage, covering classes, split classes, long-term substitute support, planning/instruction for other teachers

Extra Duty Compensation (Continued)

- **Transportation:** Covering additional bus routes or double loads
- **Coordination & Compliance Roles:** 504, MTSS, and other non-job-specific coordinator roles
- **Language Support:** Translation or interpretation services when not hired as an interpreter
- **Required After-Hours Meetings:** Meetings not required of all staff (e.g., IEPs, MTSS, SIT, student support teams)

Compensation for Other Extra Duties

- Any extra duty not listed shall be compensated at the **employee's hourly rate**
- Employees shall be **informed of applicable rates prior to assignment**

Rationale: Clearly defining and compensating extra duties promotes equity, transparency, workload sustainability, and staff retention.



Grievance Policy

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What is a grievance policy? How does it benefit students?

“A grievance is a formal written claim by an employee regarding specific decision(s) made by another employee and alleging that such decision(s) have adversely affected the person making the claim. A grievance may include, but is not limited to, the following allegations:

- a. that there has been a violation, misapplication, or misinterpretation of state or federal law or regulations, school board policy, or administrative procedure;
- b. that an employee’s employment status or the terms or conditions of his or her employment have been adversely affected; or
- c. that there exists a physical condition that jeopardizes an employee’s health or safety or that interferes with an employee’s ability to discharge his or her responsibilities properly and effectively.”

DPS's Current Grievance Policy

Our current policy now is not working because:

- Employees are not allowed representation in grievance hearings unless both parties agree
- Issues that affect multiple people are brought as individual grievances instead of being brought as a collective grievance
- Many employees do not even know how to file a grievance - the process is not clear or easily available to all
- **Therefore, most people don't even go through with the grievance process so issues often go unaddressed. This negatively impacts student learning and staff retention.**



DAE Proposal to Strengthen the Grievance Policy

Our proposal addresses these problems by making the following improvements to the policy:

- Employees can bring representation to a grievance hearing if they choose (instead of it being up to the discretion of the supervisor)
- Grievances that affect multiple people will be able to be brought as a collective grievance instead of being handled individually
- A grievance form will be created and made available to all employees to ensure a clear uniform method to file grievances
- Grievances will be addressed in a timely manner

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Change #1 - Grievance form available for all employees

C. 3. ~~The superintendent or superintendent's designee shall develop a~~ The grievance form (Appendix C; to be developed) will be made available to all employees and will be used to assist in recording each step of the grievance process. Each decision will be in writing, setting forth the decision and reasons therefore, and will be transmitted promptly to all parties in interest. (pg. 12)

E. 1. Filing a Grievance - Step I -- Supervisor Conference - An employee wishing to invoke the grievance procedure shall ~~make a written request for a conference with the supervisor. complete a grievance form and submit it with their supervisor who will then schedule a conference. If their supervisor is not directly involved in the grievance the employee can file their grievance with the Superintendent or designee.~~ (pg. 13)

Change #2 - Grievances can be brought collectively

D. 5. ~~The board and school system will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.~~ If the same set of facts is involved in more than one (1) grievance involving more than (1) employee, the group of employees may file a group grievance and follow all subsequent steps of the procedure as a group. The Board and officials will hear and respond to the group of grievants collectively. (pg. 13)



Change #3 - Representation allowed, not up to discretion

D. 7. ~~The meeting with the official described in subsection E.2.c, below, should involve the official and the employee only, unless both parties agree to include other participants. Employee(s) may have a representative, including a union representative or an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.~~ (pg. 13)

E. 1. c. ~~The supervisor conference should involve the supervisor and employee only, unless they both agree to include other participants.~~ (pg. 14)



Change #4 - Timely response to address issues

4. A. 3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary. ~~or the hearing necessitates that more time be taken to respond.~~ (pg. 15)

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Discussion and Action

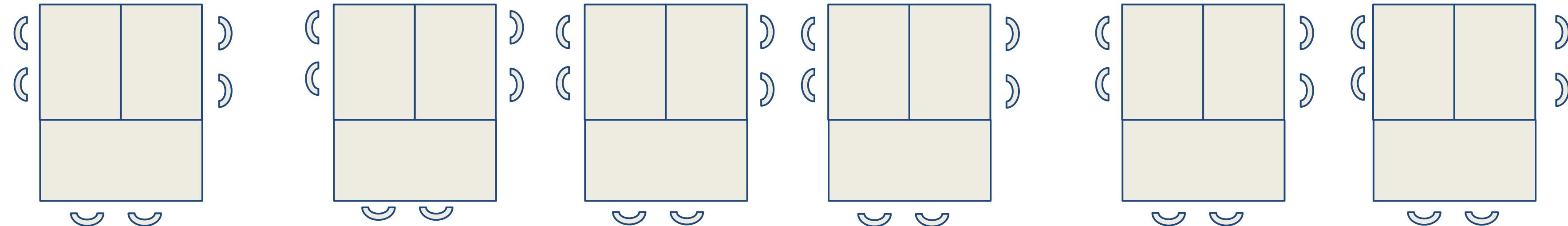
Can we move forward together on strengthening the grievance policy and make a joint recommendation to the Board of Education to adopt these improvements?

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