

NORTH COUNTRY SUPERVISORY UNION
POLICY COMMITTEE MEETING MINUTES
Thursday, November 19, 2015
AT 5:30 P.M. – NCSU A213

PRESENT

Board Members:

Chair Steven Mason, Lowell
Gigi Judd, Derby
Katie Mientka, Brighton
Cliff Forster, Troy
Viola Poirier, Coventry
Pat Austin, Charleston
Vikki Lantagne, Newport City
Richard Cartee, NCUJHS

Administrators and Staff:

John A. Castle, Superintendent
Nancy Griffith, NCSU Human Resources Coordinator
Liz Butterfield, Executive Assistant to the Superintendent

I. The meeting was called to order at 5:30 p.m. by Chair Steve Mason, who called for changes to the agenda. There were none.

II. Motion to approve the minutes of October 15, 2015 (*Attachment A*) FORSTER/AUSTIN **APPROVED**

III. New, Unfinished or Other Business

A. Continue Review of Non-Certified/Support Staff Terms and Conditions Policies

(*Attachment B*)

NCSU Human Resources Coordinator Nancy Griffith presented a draft of a common Support Staff Terms and Conditions policy that she has created based on the recommendations of the Policy Committee. She reported that she had checked on the probationary period re: the Affordable Care Act. The Act requires that we must make health insurance available to new employees after 90 calendar days. Nancy said that she feels that a probationary period of 60 working days for other benefits is a little lengthy, and is complicated by breaks (Christmas, Spring Break, etc.). **The Policy Committee agreed to change the recommendation to 60 calendar days.**

Cliff said that he is concerned about the added cost of paying school-year employees for Holidays, and feels that the number of Holidays for full-year employees is excessive. It was mentioned that Lowell pays out unused days for all leave at the end of each year. Nothing rolls over. Lowell considers it an incentive to not call out sick.

Cliff stated that the wording for the Orientation period (page 2) for just-cause is contradictory with wording concerning at-will workers (page 8). John said that it is because we have agreements that are for both. It could be different for different boards.

The Policy Committee agreed to recommend that Part-time Employee Benefits be prorated for those who work from 20-30 hours per week.

John mentioned that this is not really a Common Board Policy, and asked if it should go to the Executive Committee or straight to local boards to review. Pat and Steve recommended that it be sent to each local board so they can perform a side by side comparison with the existing policy, and then bring their comments back to the Policy Committee.

Cliff questioned why the wording gives Administrators the ability to approve Professional Leave, not the Boards.

Cliff questioned the “Improper Acts” section of the draft policy, wondering if it should be eliminated completely. **John said that he would consult with the attorney.**

John also said that he will send out Support Staff salary schedules to the Boards, for reference as they examine the draft policy.

Nancy will make a spread sheet for each Board, to aid in the comparison.

IV. Date of Next Meeting/Future Agenda Items

December 17, 2015

V. The meeting was adjourned by the chair at 6:28 p.m.

Respectfully submitted,

Liz Butterfield

Recording Secretary