

Madison Metropolitan School District Employee Handbook Process

Guiding Principles: Superintendent

- Improve student learning. As in everything we do, the first question and the top priority is student learning. How does what we are considering impact students?
- Empower staff to do their best work. How does this impact teachers and staff? Does it help or hinder them in doing their jobs effectively?
- Strategically align use of resources. Does this align with our strategic plan and achievement gap plan? Will it allow us to implement, measure, and improve that work? Is it financially responsible?
- Avoid redundancies and create consistencies. Are pieces of the handbook already outlined in state law or Board policy or other mandates?
- Consider incremental change. Can we work toward a larger goal through incremental steps?
- Respectful discussion.

Handbook Work Group

Jane Belmore, Superintendent
Steve Hartley, Chief of Staff
Bob Nadler, Exec. Dir., Human Resources.
Sue Abplanalp, Deputy Supt/Chief Learning Officer
Shahanna Baldon, Chief Diversity Officer
John Burkholder, Principal, Leopold Elem
Bruce Dahmen, Principal, Memorial High

June Glennon, Employment Manager, H.R.
Joe Gothard, Asst. Supt – Secondary
John Harper, Exec. Dir., Educ. Services
Mike Hertting, Asst. Supt – Elementary
Erik Kass, Asst. Supt – Business Services
Sean Storch, Principal, Black Hawk Middle
Heidi Tepp, Asst. Director, Labor Relations
Dylan Pauly, Legal Counsel

Advisors may be brought in to answer questions or provide information.

Timeline – TBA

Why have a handbook?

Some of the purposes an employee handbook serves are:

- It establishes a written uniform set of rules and procedures.
- It is a way to document expectations and obligations of management and staff.
- It is a vehicle to communicate rules and procedures with employees to ensure everyone receives the same information.
- It potentially provides legal protection for both management and staff.

What must be bargained?

- Total base wage increase. Parties are limited to bargaining over a percentage of a total base wage increase no greater than the percentage change in the consumer price index (for contracts starting July 1, 2012 – 3.16%). It is necessary to negotiate over the total amount available for distribution, as well as the manner in which the amount is distributed.

Other workplace rules and procedures will be addressed in the employee handbook.